

Jessa Mae Cantila

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Lower Linao, Minglanilla, Cebu

May 20, 2024

Marishka Iris Arcilla

HR Manager

iPloy OPC

Archbishop Reyes Ave, Cebu City, Cebu, 6000

It is with a heavy heart that I write to formally resign from my position as Training Coordinator at iPloy OPC, effective June 21, 2024.

This decision has not been easy, as my time at iPloy has been incredibly rewarding and filled with numerous professional growth opportunities. Though there have been several moments where I would tell myself how the responsibilities of being a Training Coordinator were exhausting, the rewards have always outweighed the challenges. Watching new hires learn and grow, imparting knowledge, and simultaneously learning from them has been one of the most fulfilling aspects of my career. It has been a privilege to contribute to their professional development and to witness their successes; and that just made it all worthwhile.

However, over the past several months, I have been facing significant family issues that have taken a toll on my well-being. Despite my best efforts to manage these challenges while fulfilling my responsibilities, it has become increasingly difficult to maintain the level of presence and performance required for my role. It has become clear that the ongoing situation is preventing me from being fully present and effective in my role, and I find myself unable to maintain the level of focus and presence required to perform my duties effectively. Moreover, I had honestly hoped that these circumstances would improve over time, but unfortunately, they have not.

This decision has been quite difficult, particularly because of the wonderful team I have had the pleasure of working with. The support, camaraderie, and dedication of my colleagues have made my experience at iPloy truly special. However, given my current situation, I believe stepping down is the best course of action.

I am genuinely grateful for the support, mentorship, and opportunities provided during my tenure at iPloy. I have enjoyed working with such a dedicated and talented team—the HR Managers, teams from different departments, and most especially my Onboarding and Training Team.

Additionally, I am committed to ensuring a smooth transition during my notice period.

Thank you for your understanding and support during this challenging time. I wish the team and the company continued success.

Warm Regards,

A handwritten signature in black ink, appearing to read 'Jessa Mae Cantila', with a large, stylized flourish extending to the left.

Jessa Mae Cantila