

**October 30, 2025**

**Ellaine Grino**

iPloy OPC

9<sup>th</sup> Floor, Ayala Center Cebu Tower

Bohol Street, Cebu Business Park

Cebu City, 6000

Dear Ellaine,

I am writing to formally resign from my position as **Customer Service Representative** effective immediately as of **October 30, 2025**.

This decision comes after careful consideration of my personal and professional goals. I have accepted an opportunity that offers significant financial and career growth, which aligns more closely with my long-term aspirations. I want to express my sincere gratitude for the experiences and support I've received during my time at IPloy. It has been a valuable part of my career journey, and I appreciate the opportunities I've had to grow and contribute.

I understand the impact of an immediate departure and apologize for any inconvenience this may cause. I am willing to assist in any way I can to help ensure a smooth transition.

Thank you again for your understanding and support. I wish the team continued success

**Sincerely,**

A handwritten signature in black ink, appearing to read "Adrian Paul C. Ruiz". The signature is written in a cursive style with a large initial "A" and "P".

**Adrian Paul C. Ruiz**

**EID 4034**