

Liziel Malingin Sato
Takdog, Poblacion III
Carcar City, Cebu
Employee ID: 4096

May 17, 2024

Iploy OPC Staffing Solution
16th Floor, One Montage,
Archbishop Reyes Ave,
Cebu City, Cebu

To whom it may concern:

Please accept this letter as my letter of resignation at Iploy OPC Staffing Solution, effective May 17. My decision to leave the company is due to looking for a new opportunity in different aspect and one of which specifically is a work from home set up. I am immensely grateful for the knowledge and skills I had gained and I cannot thank you enough for that.

I appreciate your support and understanding. I sincerely apologize for any inconvenience caused by my sudden departure.

Sincerely,



LIZIEL M. SATO