

Charm Maraia Caingles

Engagement Associate / Admin Staff

Cebu City, Cebu, Philippines, 6000

December 31, 2024

Ms. Marishka Iris A. Arcilla

HR Manager

iPloy, OPC

Ms. Ramelyn C. Castañares

HR Manager

iPloy, OPC

Dear Ms. Iris and Ms. Ramelyn,

I hope this letter finds you well. It is with careful consideration that I submit my formal resignation from my position as Engagement Specialist at iPloy, effective May 1, 2025. After much reflection on my personal and professional goals, I have decided to pursue a better opportunity that will allow me to further develop my skills and achieve my long-term personal and career aspirations. While this decision was definitely not an easy one, it is motivated by my desire for further my growth and to embrace new challenges that align more closely with my full potential and genuine happiness.

I would like to take this opportunity as well to express my sincerest gratitude for the support, guidance, and camaraderie I have experienced at iPloy. Working with both of you and the rest of my colleagues has been incredibly enriching, and I am thankful for the collaborative and nurturing work environment that has really fostered both my personal and professional growth in the company.

As I transition out of my position, I am committed to ensuring a smooth transition of my responsibilities and tasks. Please let me know how I can assist in this process to ensure continuity. Thank you once again for the opportunity and enrichment to contribute to iPloy. I wish you all and the entire team continued success.

Sincerely,



Charm Maraia Caingles