

Christine Mae E. Ribo
Eduardo Aboitiz St, Pari-an, Cebu City 6000
christinemaeribo2002@gmail.com
09509222313

April 09, 2025

Honey Lee D. Galan
iPloy OPC
9th Floor, Ayala Center Cebu Tower, Bohol St,
Cebu Business Park, Cebu City 6000

Dear Miss Galan,

I hope this message finds you well. I am writing to formally inform you that, after much thought and consideration, I have decided to resign from my position as a Customer Service Representative at iPloy OPC, with my last working day being on May 08, 2025.

As a single mother, I have come to realize that I need to be closer to my child and return to my home province to focus on our future. It is a difficult decision to leave the amazing team here at iPloy OPC, but my family must come first, and being with my child in this important stage of our lives is a priority I cannot ignore.

I cannot thank you enough for the opportunities and support you have given me during my time in the company. The experiences I have had here have been invaluable, and I will always be grateful for the chance to work with such a wonderful team. I am committed to ensuring a smooth handover of my responsibilities and will do whatever I can to make this transition as seamless as possible.

Thank you again for the opportunity to be a part of iPloy OPC. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
Christine Mae E. Ribo