

Lovely Jane Masecampo Castillo
Velpal 1 Pakigne Minglanilla Cebu
castillolovely177@gmail.com
09914766363

January 27, 2024

iPloy OPC
16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu
Team Lead: Laarni Colon Hayahay

To whom it may concern,

I am writing to formally resign from my position as Customer Service Representative, effective 30 days from today, February 27, 2025.

After careful consideration, I have come to the difficult decision to prioritize my education. My academic responsibilities have reached a point where they require more of my time and focus. Balancing work and studies has become increasingly challenging and has started to affect my health, physically and mentally. I believe stepping down is the most responsible choice for my well-being.

I am truly grateful for the opportunities, support, and experiences I've gained during my time here.

Thank you for your understanding, and I wish Iploy continued success.

Best regards,
Lovely Jane Masecampo Castillo
PAP Patient Support 

