

Lady Mae A. Lao
Bacayan, Cebu city
laolady17@gmail.com

February 15, 2023

Dear Ms Arcilla,

I am writing to officially offer my notice of resignation from my position as a Team Leader in iPloy, OPC. My final day of work will be Wednesday, March 16, 2023.

I am leaving the company to pursue other opportunities and explore my options. My years at iPloy have been some of the best of my life. I will miss the colleagues and friends I have made here, and I appreciate everything the company has done for me. I truly value the experience and opportunities I have had here and I'm excited for the future.

I appreciate your support and understanding, and I wish you all the very best. Please let me know if I can be of any assistance during 30 the days of my time here.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized initial 'L' followed by a series of cursive letters, all written over a horizontal line.

Lady Mae A. Lao