

**Myla G. Vallecera**

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**Date:** September 15, 2025

**To: Human Resources Department**

iPloy OPC

Cebu City

**Dear Hiring Manager,**

I hope this message finds you well. After thoughtful reflection, I've decided to step away from my role as customer service representative at iPloy OPC, effective immediately as of today September 15, 2025.

This wasn't an easy decision. I'm deeply grateful for the experiences, lessons, and relationships I've built here. From navigating complex billing cases to supporting patients with empathy and clarity, this role has helped me grow both professionally and personally.

Recently, I was offered a new opportunity that aligns closely with my long-term goals and creative aspirations. After careful consideration, I've chosen to accept this offer and begin a new chapter in my career. Please know this transition comes from a place of respect and appreciation—not dissatisfaction.

I want to extend my sincerest thanks to my team leads, Randy Fernandez, Denver Yamed, and Candice Villaceran. Their guidance, patience, and support have made a lasting impact on me. I've learned so much under their leadership, and I'll carry those lessons with pride into whatever comes next.

To my teammates, thank you for being such a solid source of support. Your camaraderie, encouragement, and shared laughs made even the busiest days lighter. I'll always appreciate the way we showed up for each other.

While I'm keeping my next steps private for now, please know this transition comes from a place of respect and appreciation. I'll carry forward the values and insights I've gained here, and I'm proud of the work we've done together.

Thank you for the opportunity to be part of this team. Wishing you and iPloy continued success.

Sincerely,  
  
**Myla Vallecera**