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iPLOY OPC

Human Resources Department

To Whom It May Concern,

I am writing to formally resign from my position as **Authorization Specialist** at iPLOY OPC, effective **September 8, 2025**, as I will be starting a new chapter with another company.

This decision was not easy because my time here has been truly meaningful. In the 1 year and 10 months I've spent at iPLOY OPC, I've grown so much—both in skills and in confidence. I've been lucky to work with supportive teammates and mentors who guided me, encouraged me, and believed in me. I will always carry the lessons I've learned here as I move forward.

I am sincerely thankful for the opportunities you have given me and for the trust you placed in me. Beyond the professional experience, I'm also grateful for the friendships and memories I've made, which I will always treasure.

Before my last day, I'll do my best to make the transition as smooth as possible and to support the team in any way I can.

Yours sincerely,

Jelly May N. Tuquib