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February 21, 2025

iPloy OPC
16th floor, One Montage, Archbishop Reyes Ave.
Cebu City, Cebu 6000

To Whom It May Concern,

I am writing to formally resign from my position at IPloy, effective February 21, 2025. I would like to extend my sincere gratitude to the management and my team leader for the opportunities and support provided during my time with the company.

My decision to resign is driven by my desire to pursue new opportunities for personal and professional growth. I hope you understand my reasons for this transition.

Please be assured that I have no issues with my team or my team leader; they have been like a family to me. I will always cherish the relationships and experiences I have gained here.

I am committed to ensuring a smooth transition and will gladly assist in handing over my responsibilities before my departure.

Thank you once again for everything, and I wish the company continued success in the future.

Sincerely,

Alyssa Charm E. Maglasang