

Jingle Tess Vega

Nivel Hills, Lahug, Cebu City
6000 February 27, 2026

Ellaine Lili Grace Yee Griño

IPLOY OPC

9th Floor, Ayala Center Cebu
Tower Bohol Avenue, Cebu City

Dear Ellaine,

I am writing to formally resign from my position as a Customer Service Representative at IPLOY OPC, effective immediately, with my final working day being February 27, 2026.

Having been with IPLOY for over two years, I am sincerely grateful for the opportunities, training, and support I have received during my time here. This role has helped shape my professional foundation, and I truly appreciate the guidance you have provided. Working under your supervision has been an important part of my growth, and I will carry the skills and experiences I've gained into the next chapter of my career.

I also want to express my apologies for the abrupt nature of this resignation. After careful consideration, I have decided to step down due to personal reasons and I appreciate your understanding. I wish the team continued success moving forward.

Please let me know if there are any steps I can take to help ensure a smooth transition.

Thank you once again for everything.

Sincerely,



JINGLE TESS VEGA

