

April 30, 2025

iPloy OPC

One Montage, Archbishop Reyes Ave., Cebu City, Philippines

To whom it may concern,

Kindly accept this letter as formal notification of my resignation as a Documentation Specialist in iPloy OPC effective immediately today April 30, 2025.

I am grateful for the trust, opportunity, and lessons I gained from your company as this was my first real job. The past 16 months has been a roller coaster full of memorable experiences — good and bad. I will carry all the relationships, values, and memories moving forward.

With that, I am committed to comply with all the needed procedure to ensure a smooth parting between the company and I.

Best regards,

*Rezia Maree R. Mollena, ID #4280*