

March 14, 2026

iPloy, OPC  
16<sup>th</sup> Flr., Montage Bldg.  
Archbishop Reyes, Cebu

Dear Melisa Dalaniel,

Good day!

Please accept this letter as formal notice of my immediate resignation from my position as Customer Service Representative at iPloy, OPC, effective today.

Due to personal reasons, I am unable to continue my duties and will need to step down immediately. I sincerely apologize for any inconvenience this may cause to the team and the company.

I would like to thank you and the organization for the opportunity, experience, and support during my time here. I appreciate the knowledge and skills I have gained while working with the team. I wish the company continued success in the future.

Sincerely,



Cheryl R. Legarte  
EID# 4307