

**KARYL D. PACINIO**

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January 30, 2024

**iPloy OPC**

9th floor Ayala Center Cebu Tower, Cebu Business Park

Cebu City, 6000

To whom it may concern,

I hope this letter finds you well. I am writing to formally resign from my position as Customer Service Representative at iPloy OPC, effective immediately as of January 30, 2024 due to conflict schedules with my studies.

This decision was not made lightly, as I just came up with the decision to continue schooling but I truly appreciate the opportunities I've had to grow professionally while working with such a supportive team. I have learned a lot during my time at iPloy OPC, and I am grateful for the experiences and knowledge gained.

I will ensure a smooth handover of my tasks and am happy to assist with the transition in any way I can. Please let me know if there is anything specific I can do to make this process easier.

Thank you for your understanding and for the opportunity to be a part of the team. I wish iPloy OPC continued success moving forward.

Sincerely,

**KARYL D. PACINIO**

A handwritten signature in black ink, appearing to read 'Karyl D. Pacinio', written over the printed name.