

Dear HR Team,

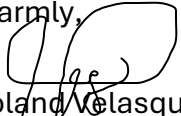
Good day!

I am writing to formally resign from my position as Customer Service Representative at iPloy OPC - Central Intake Documentation, effective **October 21, 2025**, typically one week from today.

This decision was not made lightly, as I have greatly valued my time with the company and the opportunities it has provided me. However, I have accepted a new position that aligns more closely with my long-term career goals and offers new challenges for professional growth.

I am grateful for the experience, support, and professional growth I've gained during my time with the company. I will do my best to ensure a smooth transition and happy to assist remotely with any urgent matters over the next few days.

Thank you again for the opportunity to be part of iPloy OPC team. I wish you and the team continued success.

Warmly,  
  
Roland Velasquez

CSR  
Central Intake Documentation