

iPloy OPC
Ayala Center Cebu Tower
Bohol Street, Cebu Business Park
Cebu City, Cebu, 6000

Dear Management,

Good day!

Please accept this letter as notice of resignation. I am writing to formally resign from my position at iPloy OPC, effective today, **May 1, 2025**. I sincerely apologize for any inconvenience this may have caused. This choice was made with considerable thought, as I have sincerely appreciated the chance to enhance my personal abilities, and to acquire meaningful experience during my tenure. However, after careful consideration, I have accepted another opportunity that offered a compensation package more aligned with my long-term career goals and current financial responsibilities, a consideration that has weighed heavily on my heart.

Additionally, due to recent health concerns, I need to take some time to rest and recover before beginning my new role. While I regret the short notice, I believe this step is necessary for my well-being.

I am truly grateful for the support and experiences I've gained during my time here. I deeply value the relationships I've built and the professional growth I've achieved thanks to the company and especially my team.

Please let me know how I can assist in ensuring a smooth transition. I wish iPloy OPC continued success, and I hope our paths may cross again in the future.

Sincerely,


Althea Mae Gingoyon