

Angiele O. Navarro
Pulpogan Consolacion
Apolinario Mabini
6001

02/19/2024

Jonah Marie C. Dano

iPloy OPC
Ayala Cebu City

Dear Management,

Please accept this letter as formal notice of my resignation from my position as Authorization Specialist at iPloy OPC. My last day of employment will be 02/19/2025.

Thank you for giving me the opportunity to work in this position for the past Year. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge.

I would like to do anything I can to help with the transition, including wrapping up my responsibilities and training other team members. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity, and I wish you and iPloy OPC all the best for the future.

Yours sincerely,


Angiele O. Navarro