

May 3, 2024

Human Resources Department

iPloy, OPC

16th floor, One Montage, Archbishop Reyes Ave, Cebu City

To whom it may concern,

Greetings!

I am Erica Ditchon, previously assigned in the Stop/Held Contact Department of the company since February 7, 2024. I am writing to formally file for resignation effective May 1, 2024. After careful consideration and lengthy discussion with my family, I have made the decision to step back and quit working for now to mainly focus on regaining my health. I apologise for this.

Although I was only working for a short time, I have undoubtedly gained valuable lessons and work ethics that I believe will help me become the career professional that I aspire to be in the future. I will forever be grateful to the company, and the teammates that have become friends in my life.

With that being said, I am willing to comply with everything to officially process my resignation. Again, I apologise for this and I am humbly hoping for your understanding.

Thank you so much.

Respectfully,



ERICA D. DITCHON