

**Earl B. Segovia**

Purok Papaya, Catarman, Liloan, Cebu 6002

theprettyearlyy@gmail.com

09957913942

October 15, 2025

**iPloy OPC**

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

To Whom It May Concern:

I am writing to formally tender my resignation from my position at iPloy OPC, effective October 18, 2025.

This has been a very difficult decision for me as I truly value my time, experiences and learnings with the company. However, with my current situation of being placed on floating status, I believe this might also be an opportunity for me to explore new challenges, broaden my horizons and grow further in my career.

Please know that it was never my intention to leave, as I am truly grateful for the trust, support and opportunities I have received during my stay. I deeply appreciate the camaraderie of my colleagues and the guidance of my superiors, which have contributed greatly to my professional and personal development.

I remain thankful to iPloy OPC and sincerely hope for the company's continued success. I am committed to ensuring a smooth transition and will gladly extend my support in completing pending tasks and turnover responsibilities.

Thank you very much for the opportunity to be part of iPloy OPC. I will always be grateful for the experiences I have gained here.

Sincerely,

Earl B. Segovia

Department: Recert Documentation

Team Lead: Cristine Requito