

April 7, 2025

iPloy OPC I

16th floor One Montage Bldg. Archbishop Reyes Avenue, Cebu City,

Subject: Resignation as CSR

Dear Human Resources,

This is to inform you that I wish to resign from the Customer Service Representative from iPloy OPC, Cebu City with immediate effect on April 07, 2025 due to personal reasons.

I appreciate the opportunities for growth and development you have provided during my tenure and thank you for your guidance and support.

Please let me know how I can be of help during the transition period. I wish you and the company at the best.

Sincerely,

Andrelu Moran