

9th Floor, Ayala Center Cebu Tower
Bohol Street, Cebu, Business Park
Cebu City, 6000

October 02, 2025

Dear HR,

I am writing to formally inform you of my intent to render my services from October 02, 2025, until October 31, 2025. This period will serve as my official rendering of duty prior to my separation from the company.

I value the trust and opportunities I have received while working in iPloy. However, I want to allow myself to explore other firms that can contribute new growth opportunities for me, both professionally and personally. I am very thankful for the experiences I have had while working here at iPloy. I acknowledge all your support and leadership over these past 18 months.

I am committed to ensuring that my remaining days of service contribute positively to the organization. Please let me know if there are specific procedures or requirements I need to fulfill as part of this process.

Thank you for your guidance and support throughout my stay. I am truly grateful for the experiences and lessons I have gained, which I will carry with me moving forward.


DION PAUL J. POLIQUIT