

Carlos Ontolan Jr  
Customer Service Representative  
IPLOY-OPC  
16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu  
January 16, 2025

## Resignation Letter

Dear Ma'am/Sir,

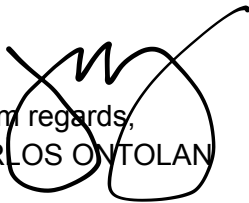
I am writing to formally resign from my position as a Customer Service Representative at Iploy, with my last working day being January 16, 2025. After careful consideration, I have decided to pursue new opportunities that align with my long-term career growth.

I am grateful for the opportunities, support, and valuable skills I've gained during my time at Iploy. Working with such a talented team has been an inspiring and rewarding experience. I truly appreciate the guidance and friendships I've built here, and I will always look back on my time at Iploy fondly.

Please know that this decision was made with great respect for the company. I am committed to assisting with a smooth transition and will do everything I can to help during my remaining time.

Thank you once again for the opportunity to be part of this team. I wish Iploy continued success, and I hope our paths cross again in the future.

Warm regards,  
CARLOS ONTOLAN

A handwritten signature in black ink, appearing to be 'CARLOS ONTOLAN', written over the typed name.