

Sharmine A. Inot
Mabolo, Cebu City, Cebu
Philippines 6000
October 13,2025

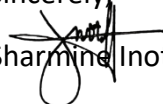
Iploy OPC
Archibishop Reyes Avenue
Cebu City, Cebu 6000

To iPloy Management/HR

I would like to inform you that I Sharmine Inot, working as a Documentation Specialist in Iploy OPC would like to submit my formal resignation effective today. I am resigning with short notice due to personal reasons. I apologize for the inconvenience of the matter but I hope you can understand my urgency.

I appreciate the opportunities of growth and development during my tenure. I have enjoyed working here and am grateful for all the guidance, support, and opportunities given to me.

If there is anything else I can do to make the transition easier please inform me immediately. I wish you and the company the very best going forward.

Sincerely,

Sharmine Inot