

# RESIGNATION LETTER

**Khristine Prajes**

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October 21, 2025

**Marishka Iris Arcilla**

HR Manager

IPloy, OPC

16<sup>th</sup> – 18<sup>th</sup> Floor One Montage Tower, Archbishop Reyes avenue

Cebu City

**Subject:** Immediate Resignation Due to Floating Status

Dear Ms. Marishka,

Good day. I am writing to formally tender my immediate resignation from my position at IPloy OPC, effective immediately October 21, 2025.

As I have been on floating status for some time, I have decided to pursue other opportunities that will provide continuous growth and stability in my career. This decision was made after careful consideration and with great respect for the company and everyone I have worked with.

I would like to extend my heartfelt gratitude to you and the management of IPloy for the trust, guidance, and opportunities given to me during my employment. It has been a pleasure to be part of the team, and I truly appreciate all the experiences and learning I have gained.

Please let me know of any clearance procedures or documents I need to accomplish to formally process my resignation. I am willing to comply to ensure a smooth transition.

Thank you very much for your understanding. I wish IPloy continued success and growth in the years ahead.

Sincerely



**Khristine Prajes**