

January 28, 2025

Christine P. Requito

Team Lead

iPloy, OPC

16th floor, One Montage Building,

Archbishop Reyes, Cebu City, 6000

To Whom It May Concern,

I am writing to formally resign from my position as a Customer Service Representative at iPloy, OPC. My last day of work will be on February 28, 2025.

I have thoroughly enjoyed my time working with my colleagues at iPloy, OPC. The experiences and opportunities I have had here have contributed significantly to my professional growth and development. However, after careful consideration, I have decided to pursue new challenges and opportunities that align more closely with my long-term career goals.

Please let me know if there is anything else I can do to assist during this period I am committed to ensuring a smooth transition.

Thank you.

Sincerely,



SHELLA MAE B. CAPUYAN

EID # 4806