

September 6, 2024

Genelza, Dianne

Purok Bungturan, Inayagan
City of Naga, Cebu, 6018
09070662129

HR Management

iPloy OPIC, Inc.

SUBJECT: Resignation with Immediate Effect

To whom it may concern,

I am writing to formally resign from my position as Customer Service Representative at iPloy OPC, Inc., effective on September 9, 2024. I apologize for any inconvenience this may cause and for the short notice.

Due to the reason that I will continue my education in college, I am unable to fulfill my duties as planned. I appreciate the opportunities and experiences I've had while working here and am grateful for the support provided by the company and the team. Please consider this letter as my formal notice of resignation.

Please let me know if there are any specific tasks I need to complete or if there is any way I can assist in the transition process from my end.

Thank you for your understanding.

Sincerely,


Dianne C. Genelza