

VINA MARIE S. TUTOR

Zone 4 1312, Purok Adelfa, Sitio Minggoy, Dumlog,
Talisay City, Cebu 6045
veestutor@gmail.com
0926-261-3954

October 7, 2025

RAMELYN C. CASTANARES

HR Manager
iPloy, OPC
9th Floor Ayala Center Cebu Tower, Bohol Avenue, Cebu Business Park,
Cebu City 6000
and
16th-18th Floor One Montage Tower, Archbishop Reyes Ave,
Cebu City 6000

Subject: Immediate Resignation

Dear Ms. Castaneres,

I am writing to formally submit my **immediate resignation** from my position at **iPloy, OPC**, effective today, **October 7, 2025**.

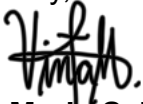
As I am currently on **floating status** and not actively reporting for duty, I am unable to render the standard notice period. However, I respectfully request that my resignation be **recognized as a formal and valid resignation**, and that I be **entitled to the same compensation and final pay** applicable to employees who have rendered their notice period in full.

I am sincerely grateful for the **knowledge, skills, and experiences** I have gained throughout my employment. Thank you for the **opportunity to be part of the team**.

Please let me know the **next steps** I should take to process my **clearance and final pay**.

Thank you for your understanding and consideration.

Sincerely,



Vina Marie S. Tutor