

Lyka M. Alpuerto

September 16, 2024

Retchie Salariana

Team Leader

IPloy OPC

9<sup>TH</sup> Floor Ayala Center Cebu Tower, Cebu Business Park

Cebu City, Cebu 6000

Dear IPloy and TL Rich,

I am writing to formally resign from my position as Customer Representative at IPloy, effective September 16, 2024

This decision has not been easy, but after careful consideration, I have decided to prioritize my studies and academic goals. Balancing work and my educational commitments has become increasingly challenging, and I believe that stepping down from my role is necessary to fully dedicate myself to my academic pursuits.

I have greatly valued the opportunity to work at IPloy and appreciate the support and guidance provided during my work. I hope to stay in touch and wish the company continued success.

Thank you for your understanding.

Sincerely,

Lyka M. Alpuerto