

**September 02, 2025**

Ms. Ramelyn C. Castañares and Ms. Marishka Iris A. Arcilla

Human Resource Managers

iPloy OPC

16th Floor One Montage, Ar. Reyes Avenue

Cebu City, Philippines 6000

Hello Miss Ramelyn and Miss Marishka,

I hope this message finds you well. I am writing to formally submit my resignation from my role as Employee Relations Specialist at iPloy OPC, with my final working day on **September 12, 2025**.

This decision was not an easy one, as my time here has been both meaningful and rewarding. However, after much thought and consideration of my family's current financial needs, I have come to the difficult conclusion that I must pursue another opportunity that will allow me to better support them. As much as I wish circumstances were different, I feel a strong responsibility to contribute more to my family's financial stability. This decision is not just a career move but a personal commitment to those who depend on me. While it is hard to part ways with an organization and colleagues I deeply value, I believe this is the most responsible step I can take at this time.

I want to express my deepest gratitude for the opportunities I've had at iPloy. Over the past year, I have strengthened my professional skills and personal confidence. The support, guidance, and trust you have extended to me have made my journey here an invaluable one. Beyond professional development, I have also been blessed to build genuine friendships and be part of a collaborative team that I will always hold close to my heart.

As I prepare to transition out of my role, please rest assured that I am committed to ensuring a smooth handover of my responsibilities. I will do everything possible to properly hand over my responsibilities, assist in training where needed, and support the team until my last day. I will do everything I can to support the team and maintain continuity during this period.

Thank you once again for believing in me and for giving me the chance to grow as part of the iPloy family. I carry with me not only the skills I've gained but also the wonderful memories and lessons that will guide me in the next chapter of my career. I leave with deep respect and gratitude, and I wish you and the entire team continued success in all future endeavors.

Warm regards,



Ceila Susana E. Seberre