

11/17/2025

Dear TL Ariane,

I am writing to formally submit my resignation from my position as a HR Support at iPloy, OPC., effective on Monday, November 24, 2025.

I recently found a new career opportunity that best aligns with my long-term career goals. This new role also allows me to work in the setup that I have been aiming for.

I am truly appreciative for all the experiences that I have garnered with this company during my time here. Please be reassured that I will still do all of my duties to the best of my ability until my last day of work.

Thank you for your understanding and support in this matter. It has been a pleasure working with you and the team.

With all respect,

  
Carissa H. S. Velez