

Human Resources

iPloy OPC

16th Floor One Montage, Ar. Reyes Avenue, Cebu City 6000

October 02, 2025

Dear HR,

I am writing to formally inform you of my intent to render my services from **October 02, 2025**, until **October 31, 2025**. This decision stems from my desire to explore new professional opportunities that align with my long-term career goals and personal development. This period will serve as my official rendering of duty prior to my separation from the company.

I value the trust and opportunities I have received while working in iPloy and I am committed to ensuring that my remaining days of service contribute positively to the organization. Please let me know if there are specific procedures or requirements I need to fulfill as part of this process.

Thank you for your guidance and support throughout my stay. I am truly grateful for the experiences and lessons I have gained, which I will carry with me moving forward.

Respectfully,



Kian A. Carabuena