

December 30, 2025

Margarita Silva

HR Supervisor | HR Department
iPloy OPC

Dear Ms. Silva,

Good day.

Please accept this letter as my formal resignation from my position at iPloy OPC, effective Tuesday, December 30, 2025.

This decision has not been easy; however, due to personal circumstances, I need to prioritize my responsibilities as a mother and focus on caring for my son full-time. As I currently do not have anyone to assist with his care, I am unable to continue my employment and fulfill the responsibilities required by my role.

I would like to express my sincere appreciation for the opportunities, support, and professional growth I have gained during my time with the company. It has been an honor to work with the team, and I am truly grateful for the experience.

Please let me know if there are any additional steps or documents needed to finalize my clearance and separation process. Thank you very much for your understanding.

Respectfully,

Elizabeth A. Manigos