

Charity Mae Dianne Pepino
September 16, 2025

To: **Joyce Almagro**
Team Leader
IPloy, OPC

Dear Ms. Joyce,

I am writing to formally resign from my position as Customer Service Representative at IPloy, OPC, effective **September 16, 2025**. Kindly accept this letter as my formal notice.

I truly appreciate the opportunities and experiences I have gained during my time here, with your guidance and support alongside a supportive and dedicated team.

I will do my best to ensure a smooth transition with the resignation process. Please let me know how I can help during this period.

Thank you once again for the opportunity. I wish the company continued success in the future.

Sincerely,


Charity Mae Dianne Pepino