

January 15, 2024

iPloy, OPC  
9th Floor, Ayala Center Cebu Tower  
Bohol Street, Cebu Business Park,  
Cebu City 6000

Dear TL Karen,

I am writing to inform you of my immediate resignation from my position as an Initial Authorization Specialist at iPloy, OPC. Due to personal reasons, specifically to focus on my studies and to continue college. I have decided that it is in my best interest to step down from my role.

I am expressing my sincere appreciation for the opportunities and experiences I have gained during my time at iPloy, OPC. I also want to thank my Team Leader for being so understanding of my situation and to my teammates as well. I am grateful for the support and guidance of my colleagues, and I have learned a great deal that will benefit me in my future endeavors. It has been a privilege to work with such a wonderful team.

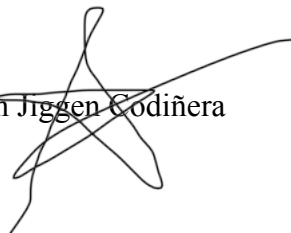
I apologize for any disruption my sudden departure might cause. I appreciate your understanding. As I leave, I genuinely hope to see iPloy, OPC continue to prosper and achieve even greater success.

I hope to stay in touch and remain connected with the wonderful colleagues I have had the privilege to work with. I can be reached through my email at [azaleaquinncodinera@gmail.com](mailto:azaleaquinncodinera@gmail.com) or through my phone number 09305423263.

Thank you for your understanding and support.

Sincerely,

Don Jiggen Codinera

A handwritten signature in black ink, appearing to be 'Don Jiggen Codinera', written over the printed name.