

OCT , 15,2025

IPLOY OPC

HR DEPARTMENT

16TH FLOOR MONTAGE BLDG

KAMPUTHAW, CEBU CITY

Dear Sir / Madam,

Please accept this letter as formal notification of my immediate resignation from **IPLOY** as **CSR** , effective **today 15th OCT.2025**. I apologize for not being able to provide two weeks notice, I regret that, due to circumstances beyond my control, I need to resign immediately.

I would like to thank you for all the great opportunities you provided me and the experience I gained at **IPLOY** over the years. I am looking forward to my retirement but will really miss the team, and hope to keep in touch in the future.

Please let me know if there is anything I can do to facilitate the transition. I wish **IPLOY** every success in the future.

Thank you for consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Edna T. Salac', written in a cursive style.

MA. EDNA T. SALAC