

BABY IZEL S CARBON

Sitio Mangga Punta Princesa Cebu City

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09099697966

October 17, 2025

RAMELYN C. CASTANARES

HR Manager

iPloy, OPC

9th Floor Ayala Center Cebu Tower, Bohol Avenue, Cebu Business Park,

Cebu City 6000

and

16th-18th Floor One Montage Tower, Archbishop Reyes Ave,

Cebu City 6000

Subject: Immediate Resignation

Dear Ms. Castaneres,

I am writing to formally submit my immediate resignation from my position at iPloy, OPC, effective today, October 17, 2025, due to my current floating status and the uncertainty of reassignment.

For the past several weeks, I have been on floating status without a definite schedule or account placement. Given this situation, I have decided to resign so I can pursue my education and focus on better opportunities that will support me personally and professional growth. This decision was made after careful consideration, and I believe it is the most practical step for me at this point in my career.

As I am currently on **floating status** and not actively reporting for duty, I am unable to render the standard notice period. However, I respectfully request that my resignation be recognized as formal and valid, and that **I be granted the same compensation and final pay applicable to employees who have completed their notice period in full.**

I am sincerely grateful for the knowledge, skills, and experience I have gained during my employment. Thank you for the opportunity to be part of the team.

Please let me know the next steps to process my clearance and final pay.

Sincerely,

Baby Izel S. Carbon

