

December 9, 2025

Marishka Iris Antiligando Arcilla
Human Resource Manager
iPloy, OPC

Dear **Ms. Arcilla**,

Please accept this letter as formal notice of my resignation from my position as **Employee Relations Specialist** with iPloy, OPC, effective **January 16, 2025**, with my last working day being January 15, 2025. I am providing notice in excess of the Company's required notice period to ensure a smooth and well-managed transition.


This decision was not made lightly. After much reflection, I have decided to step back and reassess my long-term career direction within the field of Human Resources. At this stage, I am exploring whether to continue in HR-Industrial Relations or to eventually pursue opportunities in the academic or guidance field. In line with this, I plan to gain exposure to other facets of Human Resources, particularly payroll and recruitment, ideally within a daytime or work-from-home arrangement. This will also allow me the flexibility to enroll in further studies and prepare for potential academic pursuits.

My time with iPloy, OPC has been truly meaningful. I have learned so much and have grown greatly as an Employee Relations professional. Through all the challenges, my team and I pulled **through** together, and we were still able to laugh along the way. The support, mentorship, and camaraderie of my team and officemates made every challenge worthwhile and each day fulfilling. Leaving such a positive and supportive environment is genuinely difficult, and it pains me to part ways with colleagues who have become an important part of my professional life. Still, I must move forward with this decision, trusting that growth sometimes requires difficult goodbyes. I have full confidence that the team will continue to thrive and succeed.

I am deeply grateful for the trust, guidance, and opportunities extended to me throughout my stay. Until my last working day, I remain fully committed to fulfilling my responsibilities and ensuring an orderly and seamless transition.

Thank you for your understanding and continued support. I wish iPloy, OPC nothing but continued success.

Respectfully yours,


Phoebe ~~by~~ **Aisola Soringa**
Employee Relations Specialist
09674230035

NOTED AND ACCEPTED, EFFECTIVE
DATE SHOULD BE DEC. 26, 2025


MARGARITA C. SILOA
HR SUPERVISOR