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May 29, 2025

iPloy OPC
16th floor, One Montage
Archbishop Reyes Ave, Cebu City, Cebu
Cebu City 6000

To whom it may concern,

Please accept this letter as formal notification of my resignation from my position as a CSR (Voice) at iPloy OPC, effective 30 days from today, on June 29, 2025.

This decision comes after careful consideration, as I have decided to dedicate more time and focus to my studies. This is an important stage in my academic and professional journey, and I believe that prioritizing my education at this time is essential for my long-term success.

I want to express my sincere gratitude for the opportunities and experiences I've had at iPloy OPC. I've learned a great deal and have truly valued being part of the team.

Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities.

Thank you once again for your support and understanding.

Sincerely,


HIEZTINE FAYE NAINGUE