

**Oling, Miles Rene M.**  
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**April 15, 2025**

**iPloy, OPC**  
**Human Resources Department**  
**Ayala Center Cebu Tower**

Greetings iPloy Management,

I am writing to formally resign from my position as Customer Service Representative at iPloy, OPC, effective April 14, 2025. As I will travel to Surigao City today for family matters that needs my immediate assistance. Hoping for you kind consideration.

Working at iPloy, OPC has been a valuable experience, and I am grateful for the opportunities I've had to grow professionally and personally. I appreciate the support, guidance, and camaraderie from the team during my time here.

Please let me know how I can help during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunity to be a part of iPloy, OPC. I wish the company continued success.

Sincerely,

  
**Oling, Miles Rene M.**