

December 4, 2024

Human Resources Department
Iploy
One Montage, Archbishop Reyes Ave,
Cebu City, Cebu 6000

Subject: Formal Resignation

Dear Human Resources,

I am writing to formally confirm that I have decided to resign from my position at Iploy, with my last day of employment being November 15, 2024.

This decision is final and has been made after careful consideration of my personal and professional goals. I am grateful for the opportunities and experiences I have had while working at Iploy, and I deeply appreciate the support and guidance provided by the team.

Should there be any pending processes or documentation required on my end, please let me know, and I will gladly assist in ensuring a smooth transition.

Thank you for your understanding. I wish the company continued success in the future.

Sincerely,


Mark Anthony Lagura