

December 3, 2024

Ms. Ramelyn Castañares

HR Manager iPloy,

OPC

9th Floor, Ayala Center Cebu Tower, Bohol ST., Cebu Business Park

Dear Ms. Ramz,

Please accept this letter as a notification of my resignation from my position as HR Associate - ER at iPloy, effective December 30, 2024.

After thinking ten times fold, I have accepted a new position that presents a unique opportunity for professional growth and personal development. This new role aligns more closely with my longterm career and financial goals.

While I have valued my time at iPloy and appreciate the opportunities I have been given, I believe this new position will allow me to contribute more significantly to a dynamic and challenging work environment.

I would like to express my sincere gratitude as well for the support and guidance I have received from you and the team. I have learned a great deal during my time here and will cherish the experiences and relationships I have formed.

Please let me know if there is anything specific I can do to ensure a smooth transition during this period. I am committed to completing all my current tasks and responsibilities before my departure.

Thank you again for the opportunity to work at iPloy.

Sincerely,



Melody Fuentes

HR Associate - ER