

Roel Victor O. Morales  
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March 5, 2025

Human Resource  
iPloy, OPC  
9<sup>th</sup> Floor, Ayala Center Cebu Tower  
Bohol Street, Cebu Business Park,  
Cebu City, Cebu 6000

Dear Ma'am/Sir,

I am writing to formally resign from my position as Customer Service Representative at iPloy, effective immediately. I am going to pursue my career in teaching and for that I need to focus on earning my teaching license through taking the Board Licensure Examination for Professional Teachers (BLEPT) on September 2025, and I understand the short notice may cause inconvenience.

I would like to express my gratitude for the opportunity to work with your company as my first employer. I have learned valuable skills and enjoyed working with the team.

Thank you again for the opportunity and understanding.

Sincerely,



Roel Victor O. Morales