

Zachary Christi P. Elipse

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8/15/2025

Ms. Chichela Villaceran

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

Dear Ms. Villaceran,

I am writing to formally resign from my position at iPloy, OPC, with my last working date being August 29, 2025, in accordance with my two-week notice period. The reason for my resignation is that I have been offered and accepted a position with a new company, which will allow me to further develop my career and explore new opportunities.

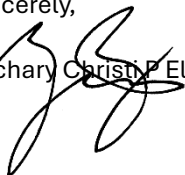
I would like to express my deepest gratitude for the guidance, support, and opportunities you and the team have provided me since the start of my career. As my first professional role, this experience has been invaluable in shaping my skills and work ethic, and I will always look back on my time here with appreciation.

I remain committed to ensuring a smooth transition of my responsibilities before my departure. Do let me know if there is anything I could assist with during this period.

Thank you once again for everything.

Sincerely,

Zachary Christi P Elipse

A handwritten signature in black ink, appearing to be 'Zachary Christi P. Elipse', written over the printed name.