

April 07, 2025

iPloy, opc

9<sup>th</sup> Floor, Ayala Center Cebu Tower

Dear TL Karen,

Kindly accept this letter as my formal resignation from my position in the company. My last day will be on May 7, 2025, wherein, I will be rendering for a month, effective from today's date, April 7, 2025.

I am saddened to inform you that I will be resigning due to personal reasons. It was a difficult decision to make but, it is the best course of action for me.

I will be bringing the values and insights I gained from you and this company TL and will use it to help me towards my future endeavors. I would also like to extend my gratitude for having patience, understanding and being supportive for my career growth. I am truly delighted for the knowledge you have instilled to me, working with you and the rest of the team made my work-journey here lighter.

Please let me know how I can help in making the transition of responsibilities will be as smooth as possible. I will be doing my best to complete all my workloads before I left the company. Thank you and God's Speed!

Sincerely,

  
\_\_\_\_\_

NAPARATE, HANNAH SHANTAN