

Julia Hanna Fontabla

Tomas P. Go Rd, Poblacion Oriental, Consolacion, Cebu, Philippines 6001

October 15, 2025

To: Hr Manager of iPloy Cebu OPC

9th Floor, Ayala Center Cebu Tower Bohol Street, Cebu Business Park. Cebu City 6000

Dear HR Manger:

Please accept this letter as a formal notice of my immediate resignation from my position as CSR-Ordering Specialist with iPloy. This was a difficult decision, but I must step down due to mental health reasons that require my full attention and recovery. Every loud and aggressive sounds I hear caused me to tremble and my body shakes while breaking down to tears. This behavior caused me to decide to step down from my position immediately and start taking Therapy.

I want to express my sincere gratitude for the opportunity to work at iPloy, OPC. I have valued my time here and appreciate the support and opportunities provided to me by you and the team.

I would like to use this opportunity to thank you for the mentorship and support you have provided me while working here. I wish you and the organization continued success. I thank TI Jade for her unwavering support during my stay within her team. I am willing to comply all necessary steps to provide smooth transition for this decision.

I wish iPloy continued success. Thank you for your understanding during this challenging time.

Sincerely,



Julia Hanna Fontabla

Ordering Specialist