

Kaye Frances M. Abejo
Ibabao, Cordova, Cebu, 6017
09611532955

June 11, 2025

iPloy, OPC
16th Floor One Montage, Archbishop Reyes
Cebu City 6000

Dear Miss Maw and Miss Ramz,

I hope this message finds you well.

I am writing this letter to formally inform you that I will be resigning from my position as HR-Engagement Associate at iPloy, OPC, with my final working day being July 18, 2025.

This decision wasn't made lightly, as I've truly appreciated the opportunities, mentorship, and support I've received throughout my time here. From tackling new challenges and growing in my role, to collaborating with such a driven and supportive group of people, it's been a rewarding experience that I'm genuinely grateful for.

I appreciate the trust and guidance you've given me along the way. Those experiences have shaped me and built my confidence in ways I'll carry forward into whatever comes next.

In the meantime, I remain fully committed to continuing my work and ensuring a smooth transition. I'm happy to support any activities or other needs that may help during this period.

Thank you again for everything. I'll always look back on my time here with gratitude and respect. Wishing you and the team continued success.

Sincerely,


Kaye Frances M. Abejo

HR- Engagement Associate