

October 27, 2025

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RCM Specialist

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iPloy, OPC

Healthcare Company

Brgy. Kamputhaw, Cebu City

Dear iPloy,

Good day! Please accept this letter as my formal and decisive notification that I am resigning from my position as RCM Specialist at iPloy, OPC. My employment is concluded day, effective October 27, 2025.

I have made the professional decision to conclude my service with the company as of this day.

I wish to express my sincere gratitude for the opportunity to have worked with iPloy, OPC. The eight months I spent here were invaluable, providing significant learning and understanding that will benefit my future professional path. I genuinely appreciate the experience I have gained.

I will ensure all company assets, including my ID, and any other assigned materials, are returned immediately. Please advise on the necessary procedures for my final clearance and the swift processing of my final pay and benefits.

I wish iPloy, OPC and its team members the very best for continued success.

Respectfully,


Jannah Paula Bacalso