

July 16, 2025

Lee Frencine T. Aldava

Purok Molave, Tunghaan Minglanilla,
Cebu 6046

aldavaleefrencine@gmail.com

09669062784

iPloy OPC

9th Floor, Ayala Center Cebu Tower

Bohol Street, Cebu Business Park, Cebu City 6000

Subject: Resignation Letter

To whom it may concern,

I am writing to formally resign from my position as CPAP Scheduler at iPloy, with my last working day being August 16, 2025.

This decision has not been an easy one, as my time at iPloy has been both professionally rewarding and personally fulfilling. I have immensely enjoyed working as part of a supportive and dedicated team, and I deeply appreciate the opportunities for growth, skill development, and career advancement that the company has provided me.

Throughout my tenure, I have learned valuable lessons that have shaped me into a more confident and capable professional. From the meaningful interactions with patients to the collaborative environment fostered within the team, every experience has left a positive impact on me. The encouragement and guidance I received from both my peers and leadership have been instrumental in my development, and for that, I will always remain grateful. This decision was not made lightly, but I have come to the realization that, at this point in my life, it is crucial for me to focus on my well-being and prioritize my mental health. I believe that stepping back from my professional responsibilities will allow me the space and time I need to focus on self-care and healing.

As I prepare to transition out of my role, I want to assure you of my commitment to ensuring a smooth handover of my responsibilities. I will complete all ongoing tasks, provide detailed documentation, and assist with training or onboarding efforts for my replacement if needed. Please do not hesitate to let me know how I can further support the team during this period.

I sincerely hope to maintain positive connections with you and my colleagues, and I look forward to crossing paths again in the future. I wish the company continued success and prosperity, knowing that iPloy will continue to thrive and make a difference in the lives of its clients.

Thank you once again for the trust, support, and opportunities you have extended to me. It has truly been a privilege to be part of iPloy.

Warm regards,

Lee Frencine T. Aldava

