

September 3, 2025

iPloy OPC
9th Ayala Center Cebu Tower
Cebu Business Park, Cebu City, 6000

Through:
Christopher Ian Quinal
Pap Compliance Team Leader

Dear Chris,

I am writing to formally resign from my position as Customer Service Representative at iPloy OPC, effective immediately as of September 3, 2025.


This decision has been prompted by urgent personal circumstances. I am currently facing a financial crisis and, more importantly, I must take on full responsibility for caring for my sister. As the only family member available and obliged to support her, I need to prioritize her well-being and seek employment closer to home to better manage both caregiving and financial demands.

I deeply regret the short notice and any inconvenience this may cause. I am sincerely grateful for the opportunities I've had at iPloy, and for the support and collaboration I've experienced with the team.

Please let me know how I can assist remotely to help ensure a smooth transition. I remain committed to closing out my responsibilities respectfully and professionally.

Thank you for your understanding.

Warm regards,


Kirstie Claire Medallo
Customer Service Representative
PAP Compliance