

October 16, 2025

Marishka Iris Arcilla

HR Manager

iPloy OPC

Good day,

I hope this email finds you well. Please accept this letter as my formal resignation from my position as Customer Service Representative at iPloy OPC, effective immediately.

After careful consideration, I have decided to resign because my current floating status has made it challenging for me to fully engage and contribute to the company. I am seeking a role where I can make a more consistent and dynamic impact.

Thank you for the opportunities for growth that you have provided me. I wish you and the company all the best. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,

A handwritten signature in black ink, appearing to read "Trisha", with a long, sweeping flourish extending to the right.

Trisha Mae A. Paradero –5557
Customer Service Representative