

Cherry Ann Sigue

Arpili, Balamban,Cebu

cherry.ann.sigue4@gmail.com

09770071514

10/29/2025

Reymar Lagnason

Team Leader

Dear Reymar,

Good day.

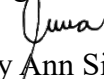
I am writing to formally tender my resignation from my position at iPloy OPC, effective **October 30,2025**.

I was informed of my floating status as early as October 6, 2025, with effectivity starting November 7. Since I have not received any work assignment or income, I am compelled to seek other opportunities and respectfully resign effectively.

I kindly request the processing of my final pay, pro-rated 13th month pay, and Certificate of Employment. I am willing to comply with any clearance procedures required to facilitate the release of my documents and entitlements.

Thank you for the opportunity and understanding.

Best regards,


Cherry Ann Sigue