

Judy B. Alesna
Tabada St. Public Market, Mambaling
Cebu City, Philippines, 6000
09472624313

October 1, 2025

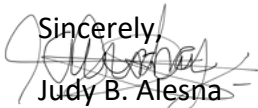
iPloy OPC
9th Floor Ayala Center Cebu Tower,
Cebu Business Park
Cebu City, Philippines, 6000

Dear HR Representative,

Please accept this letter as a formal notice of my resignation from my position . I regret that, due to unforeseen personal concern, I am unable to continue my role in your company and this will take effect today October 1, 2025.

This was not an easy decision and I do hope that my departure will not cause you or your company any inconvenience. Please feel free to reach out to me on my contact number for any clarification or if there is anything else to make the transition as smooth as possible for everyone.

Thank you for the opportunity to contribute to your team and for your understanding. It's been an incredible experience to be a part of such a wonderful team. I've enjoyed working here in Iploy and I cherish my time here. I wish the business success in the future.

Sincerely,

Judy B. Alesna