

November 10, 2025

MS. GINALYN C. ALCANTARA

Accounting Manager

iPloy OPC

THRU: HUMAN RESOURCE OFFICE

iPloy OPC

Dear **MS. GINA,**

Greetings of Prosperity!

I am writing to formally resign from my position as **Compliance Officer** at iPloy OPC, under your supervision which is set to be effective on November 10, 2025.

This decision has not been an easy one, as I have truly appreciated the opportunity to work with you and to the team and to contribute to the organization's growth over the past month. As we had previously discussed, about my application with another organization prior to joining iPloy. Recently, I was informed that I have been selected for the position. After much reflection and consideration, I have decided to accept the offer. This decision was not made lightly, as I have deeply appreciated the opportunity to be part of iPloy and to work alongside such supportive colleagues and leaders like you. The warmth gesture, the experience, learning, and kindness I have encountered here have made this choice especially difficult. While it was not an easy decision to make, I believe this new opportunity will allow me to further my personal and professional growth, and I hope for your understanding as I take this next step in my career journey.

I am immensely grateful for the experiences during my tenure, you have given me opportunities to enhance my knowledge, skills and gained invaluable experiences that I will carry with me into my professional career and beyond. I am tremendously grateful and honored to be a part of an exceptional group with so much empathy and consideration.

Lastly, I want to extend my deepest personal gratitude to you for the opportunity, support and guidance that you have provided during my tenure. Most especially you, who believed in me since Day 01 and for continuously believing in me that I can contribute positively to the vision, mission and goals of the organization. I would like to also extend my heartfelt thanks to the entire team for welcoming me and making my brief stay such a meaningful one. In particular, I want to sincerely thank **Kent** for being there to guide and assist me throughout my time in the office. His patience, encouragement, and willingness to help made my transition smoother and my experience all the more fulfilling. I am truly grateful for his kindness and mentorship in the process. I always hope for the success of the team's endeavors and I will always carry on the values you have taught in me.

Thank you once again for the opportunities that you shared with me. God bless!

Sincerely,



REMLAN UMEL

Compliance Officer

iPloy OPC