

Diana Bianca B. Octaviano  
Cebu City  
March 30, 2026

Human Resources Team  
iPloy, OPC  
9<sup>th</sup> Floor, Ayala Center Cebu Tower  
Bohol Street, Cebu Business Park  
Cebu City, Philippines

Re: Immediate Resignation Due to Medical Reason

Dear Human Resources Team,

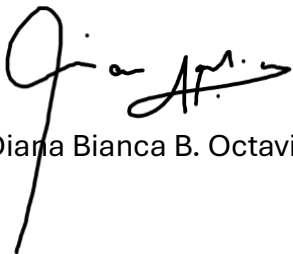
I am writing to formally tender my resignation from my position as a probationary Underwriter at iPloy, OPC Cebu, effective immediately.

Due to medical reasons that require hospitalization and my full attention for recovery, which may result in consecutive absences, I believe it is best to step down to avoid affecting my performance and probationary status.

I sincerely appreciate the opportunity to be part of the team, especially to the Horizon Capital Team and TL Ariane, and I am grateful for the guidance and support extended to me during my time with the company. I apologize for any inconvenience my immediate departure may cause and hope for your understanding regarding this matter.

Thank you, and God bless.

All the best,

A handwritten signature in black ink, appearing to read 'Diana Bianca B. Octaviano', with a long vertical line extending downwards from the end of the signature.

Diana Bianca B. Octaviano