

Shaynie Rieve P. Java
Sitio Eskwelahan Buhisan
Cebu City 6000
shaneavaj@gmail.com
09958424955
March 4, 2025

Angelo Niño Manal
Iploy OPC
9TH Floor, Ayala Center Cebu Tower, Bohol Avenue, Cebu
Business Park
Cebu City 6000

Dear Management,

I am writing to formally resign from my position as Customer Service Representative at Iploy OPC, effective immediately, March 4, 2025. This decision, while unavoidable due to unforeseen personal circumstances, was not made lightly. I deeply regret any inconvenience this may cause and sincerely appreciate your understanding during this time.

I would like to express my heartfelt gratitude for the opportunities I've had during my tenure at Iploy OPC. The skills and experiences I've gained here have been invaluable, and I am truly thankful for the support, guidance, and camaraderie of my team and colleagues.

Thank you once again for the opportunity to be part of Iploy OPC. I wish the company and my colleagues continued success and growth in the future.

Sincerely,

Shaynie Rieve P. Java

A handwritten signature in black ink, consisting of a large, stylized loop that starts with a circle, goes up and over, then loops back down and under, ending with a small flourish.