

IPLOY OPC – CEBU

16th Floor, One Montage, Archbishop Reyes,
Cebu City , Cebu City, Philippines, 6000
MARCH 30, 2023

To whom it may concern:

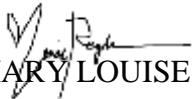
I would like to inform you that I, Mary Louise P. Regala, working in the Confirmations Department in your company, would like to submit my formal resignation, effective immediately today, **March 30, 2023**. I am resigning with such short notice because I was directly hired as a teacher in Taiwan. I think this opportunity would help me grow more - professionally and personally. I apologize for the inconvenience of the matter, but I hope you can understand my urgency.

I am thankful for the opportunities the organization has provided. Almost 4 years in the company has been a tremendous learning curve, and I cannot thank you enough for that.

I will be highly obliged if you consider my request and do the needful. I am willing to give my best during this transition time to lessen the hassle, if any.

If you have any questions, please reach me through this email.

Sincerely Yours,



MARY LOUISE P. REGALA