

iPloy, OPC  
16<sup>th</sup> floor, One Montage, Archbishop Reyes,  
Cebu City 6000

December 30, 2022

Dear Kate,

Please accept this letter as my notice of formal resignation. Effective on **January 3, 2022**.

I sincerely apologize for the abrupt timing of this announcement, however, due to unforeseen circumstances, I have decided to resign.

I appreciate the opportunity and have enjoyed working with you over the last 3 years and 6 months. The support and personal development you've provided have helped my career immensely.

I apologize for putting you in such a position where you will need to hire someone on an immediate basis, which I realize will not be easy. I wish the company continued success and thank you for understanding and patience with me during this time.

Sincerely,

A handwritten signature in black ink, consisting of a horizontal line that loops back under itself and ends with a small dot above the line.

Jasmine B. Ulba

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