

March 9, 2023

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

To whom it may concern:

I am writing to give my formal notice for immediate resignation from my position as Documentation Specialist at iPloy OPC effective today, March 9, 2023.

The reason for my resignation is that I have decided to focus on my health. Lately I have not been doing well wherein I easily get sick. I constantly get headaches which is unbearable. My attendance and productivity are greatly affected.

Working as a Documentation Specialist for 5 years and 11 months gave me more opportunities and I enjoyed them all.

I am grateful for the experience, and it is also a pleasure to see the company grow to where it is now. I also feel honored to have been a part of such a supportive team under the supervision of TL Faith Benido.

I sincerely apologize that I had to leave this way. I could've done better if it were in a different situation. I am humbly asking for your kind consideration. Thank you again for the opportunity to work at iPloy OPC.

If you have any questions or concerns, feel free to contact me through (+63)9053761253 or email me at [reenrojas08@gmail.com](mailto:reenrojas08@gmail.com).

Sincerely,



Noreen S. Rojas

Employee ID: 150