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Ramelyn Castañares
Human Resources Manager
iPloy OPC
16th floor, One Montage, Archbishop Reyes Ave
Cebu City, Philippines

Dear Ms Castañares,

Please accept this letter as a notice of my immediate resignation from the position of Documentation Specialist – CSR under Senior Team Lead Richie Reyes.

I have been taking half-day of work in the past month because of personal issues and unfortunately, things worsen and is now affecting my work and mental health. With this, I am prioritizing myself first.

It has been 2 wonderful years of working with iPloy OPC and I am very much thankful for the opportunity given that I was hired amidst the pandemic, July 2020. This is my first BPO company and I would say that this has been the best company I worked with because of the support and benefits. Also, I am very grateful to my Senior Team Lead Richie Reyes for the guidance and support all throughout my years with the company.

Please do not hesitate to contact me via my mobile number or email indicated for the processing of my exit from the company.

Thank you and God Speed!

Respectfully,


Sherlyn Lois Go Rivera