

November 15, 2022

Dr. Alfredo Camarillo  
9th Floor, Ayala Center Cebu Tower  
Bohol St. Cebu Business Park, Cebu City Philippines

Thru: Jo Ann Martinez

RE: Letter of Immediate Resignation

Doc Camarillo;

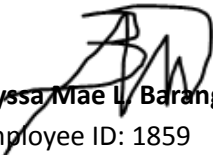
I regret to notify you that because to personal circumstances, I will be leaving my position as an Intake Specialist at Iploy, OPC.

Please accept this letter as notice of my immediate resignation from my position. My last day of employment will be on November 15, 2022. As of today, schools are slowly going back to normal where face to face classes are now implemented because of this I want to return school to finish and pursue my degree in Cebu Institute of Technology – University.

I would like to thank you for all of the great opportunities you have given me as an employee at your company for 2 years and 3 months. Throughout my stay in Iploy, OPC I have been effective at work because of the people I have been working with. I just want to give kudos to my team leader Jo Ann Martinez who has been one of the factors that I have been very efficient and effective at work. She is an amazing team leader because of her kindness and fairness and will never fail to help you during difficult times. Also to my teammates who have made my experience full of laughs, advice and lessons that I will be carrying with me always.

Although I have enjoyed my time at Iploy, OPC and am grateful for all of the valuable experience I earned, I feel that I have made the best choice for my future and look forward to my further education. I of course wish Iploy, OPC the best in continued success. Thank you for your understanding.

Yours sincerely,



Alyssa Mae L. Barangan  
Employee ID: 1859