

03/21/2023

HR Manager

IPLDY OPC

16th Floor, One Montage,  
Archibishop Reyes, Cebu City,  
6000 Cebu City, Philippines

Dear Ma'am,

Please accept this letter as my formal resignation from IPLDY OPC. My last day will be on April 1, 2023.

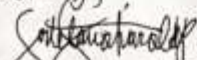
As you know, my career is very important to me. With this in mind, I feel it is in my best interest to complete my college degree. By continuing my education, I will eventually become a more valuable employee. However at this time I cannot do both. So that I can get the most from classes, I must resign my job and devote myself exclusively to my school work.

This was not an easy decision. My time here at IPLDY has been invaluable, both personally and professional.

Please be assured that I continue to take pride of my work. I will do my best to complete any pending projects.

I appreciate all the on-the-job support you've given me here and I hope you will extend your good wishes to my choice to commit myself full-time to my studies.

Sincerely,

  
HAROLD P. HORTELANO