**IPLOY OPC** 

16<sup>th</sup> floor, One Montage, Archbishop Reyes Ave

Cebu City, 6000

To whom it may concern,

Please accept this letter as a formal resignation from my position as Confirmation Specialist at Iploy OPC effective on January 23, 2023 for some personal reasons.

Thank you for allowing me to work with your company and for the professional development you have provided me in the last 2 years. I have thoroughly enjoyed my time working with you and I am grateful for your support during my time here. I deeply appreciate all the valuable experiences I have gained. I also offer my best wishes for the continued success and growth of this company.

Please let me know how I can help during this transition and make it as smooth as possible.

Best regards,

Mikhaela Marie Angelica S. Del rosario