

Athena Janin S. Gadiana
Purok Baby's Breath Colon
City of Naga, Cebu 6037

November 15, 2022

iPloy, OPC
16th floor, One Montage, Archbishop Reyes Ave
Cebu City 600

Dear Miss Metchie Calo,

Please accept this letter as my notice of formal resignation from Confirmation Specialist effective today 15th of November 2022.

I make this announcement with a heavy heart, as I have sincerely enjoyed my time at iPloy, with your guidance and mentorship, this position has been one of my rewarding work experiences, I will greatly miss my colleaguess, my Team leader and miss Sheryl.

I am deeply appreciative of the numerous opportunities you have provided to build skills in numerous areas, I leave knowing I am better equipped to face new challenges.

Please let me know how I can be of assistance during the transition period. I wish you and the company the very best going forward.

Sincerly


Athena Janin S. Gadiana