

September 27, 2022

Iploy, OPC  
16th Floor, One Montage  
Archbishop Reyes, Cebu City

Dear Iploy OPC,

Please accept this letter as my notice of formal resignation from Customer Service Agent (Intake Specialist) effective as of October 15, 2022.

I make this announcement with a heavy heart, as I have sincerely enjoyed my time at Iploy OPC. With your guidance and mentorship, this position has been one of my most rewarding work experiences. I will greatly miss my teammates and colleagues across all departments.

My career goals have changed since I started working here, and I feel that the time has come for me to pursue another opportunity that is more aligned with my new aspirations.

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 my next position's 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.

Sincerely,

  
Jeff Clarin