

January 3, 2023

iPloy OPC  
9<sup>th</sup> Floor, Ayala Center Cebu Tower  
Bohol St, Business Park  
Cebu City 6000

Dear Management,

Good day!


I am writing this letter to formally submit my resignation as an Order Specialist effective today January 3, 2023.

I apologize for the sudden timing of this announcement. My current situation, being 11 weeks pregnant, made me decide to go home to our province to devote my time to prepare for the wedding this month and all throughout this new chapter.

It has been a pleasure working in the company for almost 2 years. I have grown professionally and formed bonds with my colleagues. I wish the company a continued success.

If you wish to contact me, you can reach me via my personal email [karinfuentes03@gmail.com](mailto:karinfuentes03@gmail.com)

Sincerely,



KAREEN JANE L. TEVES