

Ritchelne Udto  
New Paradise Pajo Lapu- Lapu City Cebu

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

September 19,2022

Dear Ms/Mrs,

I am writing this letter to inform you that I will be resigning from my position as documentation specialist effective today September 19,2022. As you know I am pregnant. After much thought. I have determined that it is best for me to take a complete rest at home to focus on my baby.

It saddens me to leave iPloy OPC Cebu. I know I am doing what is best for my family. I wish everyone in iPloy well in future endeavors and thank you for your time.

Sincerely,



Ritchelne Udto