

Caren Pinote

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Cebu, 6000

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Metchie Claire Calo

Supervisor

IPLOY OPC

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

Cebu City, Cebu

Dear Metchie,

I would like you to accept this formal letter of resignation from my position as back office support with IPLOY effective today.

I would like to take this opportunity to say that making this decision has been difficult, as working with IPLOY has been such a positive experience and one for which I am grateful. I have gained much here and have enjoyed working with you and my other colleagues in Confirmations.

However, I am excited about the new position I am undertaking and my decision is irrevocable as I am now legally bound by having signed a contract.

I wish IPLOY every success in the future and thank you for the opportunities I have been given during my time here.

Sincerely yours,

Caren Pinote

