

March 16, 2023

iPloy, OPC

16th floor, One Montage

Archbishop Reyes Ave, Cebu City Philippines

Thru: Jo Ann Lepatan Martinez

RE: Letter of Immediate Resignation

To whom it may concern:

I am writing to give my formal notice for immediate resignation from iPloy, OPC as of March 16, 2023. I sincerely apologize for not being able to provide notice, but due to my decision to focus and continue pursuing my studies, I must resign immediately.

I can no longer commit to devote my full time and best efforts to working in the Intake Department. Committing to my academic responsibilities has caused conflicts with my duties in the company. I am grateful for the opportunities and support that you, my TL, my teammates, and the entire Intake Department have given me during my time here at iPloy, OPC. I will continue to wish the company continued success.

I apologize that I had to leave this way, under different circumstances I would've done better. I am genuinely asking for your kind consideration. Thank you again for giving me the opportunity to work for iPloy, OPC. If you have any questions or concerns, feel free to contact me through +639281813174 or email me at borromeopatricia02@gmail.com.

Kind regards,



Patricia Mae Borrromeo