

March 5, 2022

iPloy, OPC

9th Floor, Ayala Center Cebu Tower (ACCT)

Bohol St. Cebu Business Park,

Cebu City Philippines.

Dear Management,

I am writing to inform you of my intention to resign from my job as a Documentation Specialist effective immediately.

My career goals have changed since I started working here, and I feel that the time has come for me to pursue another opportunity.

Thank you for the opportunity to learn, grow, and thrive here at iPloy OPC. Your continued support and encouragement means so much. I sincerely appreciate the time and effort you have put into helping nurture my career.

Sincerely,

Maebill Montalban Mag-asin