

Tricia Me Jopia
Basak Mandaue City
Cebu City , Philippines, 6014

November 15, 2022

HR MANAGER
IPLOY, OPC
16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu

Dear Ma'am/Sir,

Please accept this letter as formal notice of my resignation from my position as a re-auth specialist at IPLOY,OPC. My last day of employment will be effective immediately today November 15, 2022.

I know it is a sudden notice but thank you for giving me the opportunity to work in this position. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have decided it is time for me to move on to the next chapter of my life, I remember during my final interview with OM that the only reason that I will leave this company is when I get married and it is coming true. I am very grateful on what the company gave me , this is a very hard decision to make since I already love my job and I will miss the team I had.

I am hoping for your understanding and again thank you very much for giving me the chance to work in this company. I hope my departure does not place too much of an inconvenience on the department . Keep being a company that is a hope to those who dream to earn and support their family.

Sincerely yours,

TRICIA ME JOPIA