

February 17, 2023

Dear Sir/Ma'am:

Greetings of peace and goodwill!

I have been with Iploy OPC – Cebu for over a year and I owe so much of my learning to my team lead, colleagues and to the company itself. Your good office has molded me to efficiently offer the best I can in every situation I am faced with, not just in this field but in general aspect as well. It is with a heavy heart that I inform you that I have to leave the company immediately for personal reasons. I have an opportunity to return to school and I am sending this letter to formally inform your office of my resignation.

Thank you for the opportunities you have provided me and for enhancing my professional and personal development. I have enjoyed working with the company and appreciate the support provided to me by everyone in the operations.

Sincerely,

02/17/2023

Georgeina Michaella S. Menchavez