

iPloy, OPC
9th Floor, Ayala Center Cebu, Tower
Cebu Business Park, Bohol St.
Cebu City 6000

Date: December 29, 2022
To: Human Resource Department
From: Katrina M. Gerbabuena
Subject: Resignation Letter

To Whom It May Concern:

I wish to inform your good office of my decision to resign from the position as Customer Service Representative. This is due to I recently received an opportunity to enter my dream line of work in an international field. Although I have greatly enjoyed my time here, I just can't say no to this opportunity, and so I have to move on. The last day of my employment would take effect of serving the department until December 31, 2022.

This has not been an easy decision to leave the company since I have found my memories here with such a rewarding experience both professionally and personally. During my notice period I would ensure that my productivity is not hampered during my remaining days in the organization.

I would like to thank the management and my co-workers who have been very supportive and have taught me a lot during my tenure. A big heart of thanking Iploy, OPC for the opportunity you have given me.

I wish Iploy, OPC the best in the future. If I can be of any help during my notice, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to be 'Katrina M. Gerbabuena', with a stylized flourish at the end.

Katrina M. Gerbabuena
09272029778