

February 15, 2023

Kristina Estaño
Team Lead
iPloy, OPC.
16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu

Dear Team Leader Kris,

I, Mickaela Beatriz Balbuena Caballes, am writing to inform you that I will no longer be able to work as a Customer Service Representative at iPloy, OPC, effective last day February 15, 2023.

Recently, my health hasn't been on its good condition and has been affecting my professional life. I would like to focus on making my health better for the meantime. Working for this company was an honor, especially knowing that they gave me a second chance to prove my worth as an employee. It was an honor to have you as my Team Leader as well. You showed me compassion and were always available to answer my questions and assist me in becoming a better employee. I've learned significant things from you and I will treasure that forever.

I humbly request that you accept my resignation.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mickaela', with a stylized flourish at the end.

Mickaela Beatriz Balbuena Caballes