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To whom it may concern:

I am writing to inform you that I am resigning from the company effective immediately this March 30, 2023. I have loved my time here at iPloy OPC-Cebu and I will look back on my job fondly, but I have decided to take some time away from work to recover from my health concerns and take care of my other priorities.

The opportunities and experiences I have had here at iPloy OPC-Cebu have been irreplaceable, and I appreciate your acceptance and understanding. Thank you again for all your help during my time within the company. I wish you all the best and I hope to keep in contact.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Lorraine Ross E. Unabia", with a long horizontal flourish extending to the left.

Lorraine Ross E. Unabia