John Christian Alcuizar Quiapo Lot 1 Block 3 Villarosa Subd. Tayud Liloan, Cebu 6002

October 11, 2022

IPLOY-OPC

16th floor, One Montage, Archbishop Reyes Ave, Cebu City, Cebu 6002

To whom it may concern,

Due to personal reasons, I am resigning from the services of the company. Although I have tremendously enjoyed my time at IPLOY-OPC. I have decided to immediate resign and could not have advanced to such heights without your guidance and support.

Tuesday, October 11, 2022 is my last day. Please let me know how I can assist during this time of transition. I will do everything possible to make it as smooth as possible. During my remaining time with the company, I will work toward bringing all my current projects to completion and assisting with the transition in any way I can.

Thank you for your understanding. Again, I appreciate the time I spent with IPLOY-OPC. I hope we can continue to stay in touch. Please feel free to reach out to me at johnchristianquiapo@gmail.com if I can be of assistance now or in the future.

With gratitude,

John Christian Quiapo