

October 16, 2022

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iPloy OPC

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

Dear Ms. Ramelyn,

I am writing this letter to give my formal notice of immediate resignation as of October 17 from iPloy OPC, as a Documentation Specialist-CSR, as I have accepted a new role that I need to start as soon as possible. I sincerely apologize for not being able to provide notice, but due to the financial crisis, I must resign immediately. My father needs to undergo eye surgery, and I am planning to have him treated next month.

I want to take this opportunity to thank you for your continued support, mentorship, and guidance for the past eight months. Working in this company has been fulfilling and a privilege, and I will always be grateful for the experiences and memories that I gained here and the people I worked with.

Please advise the best way to process my last paycheck or my remaining balance. I can visit the HR department, or you can mail it to me. Please let me know what is best for you.

Best regards,

  
Charo Jhien Dumapig