

Paul Vincent T. Lepatan  
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January 04, 2023

Lyka Cabanero  
Team Lead  
iPloy OPC.  
9<sup>th</sup> floor, Ayala Center Cebu Tower  
Cebu Business Park, Cebu City

Dear Ms. Cabanero,

I am writing this letter to inform you that I will be leaving the company effective today January 04, 2023, from my position as Customer Service Representative. Although I have enjoyed working with you and for the company, personal reasons necessitate that I vacate my position and focus on my studies as well. I also have been accepted again to be part of the varsity team of my College University and my training has started with immediate effect.

I deeply appreciate the knowledge you have provided me during my time as a Customer Service Representative. I am very grateful for all of your assistance along the way.

I look forward to working with you again in the future should the opportunity present itself. Many thanks for your understanding.

Sincerely,

A handwritten signature in black ink, appearing to be 'P. Lepatan', written in a cursive style.

Paul Vincent T. Lepatan