

February 17, 2023

Helen Villarin

Supervisor
16th floor, One Montage,
Archbishop Reyes Ave,
Cebu City, Cebu, Philippines

Dear Helen Villarin,

I am writing to inform you of my resignation from Customer Service Representative- Documentation Recert at iPloy-OPC effective **February 17, 2023**.

I will be resigning since my career goals have changed since I started working here, and I feel that the time has come for me to pursue another opportunity that is more aligned with my aspirations.

I appreciate the opportunities you gave me during my time at iPloy-OPC as Documentation Renewal/Recert Department. Please let me know what assistance I can offer as I transition out of my current role. I hope we can stay in touch going forward.

Sincerely,



Anna Shania A. Quilo / Stacy Quilo