



September 22, 2022

Warren Samson Figueroa
CSR

This letter is in response to your absence wherein you were No Call No Show (NCNS) since **September 19, 20 and 21, 2022** and you failed to inform your immediate supervisor and/or call or leave a message at the attendance hotline to inform the company of your intended absence at least 2 hours before the start time of your scheduled shift.


Based on the facts stated above, it appears that you have violated the Company Policy which states:

“All NCNS incurred by Employees/Trainees shall be considered as non-compliance to the Policy. Three (3) consecutive instances of No Call No Show (NCNS) will result in termination of employment/training unless the Employee/Trainee has a verifiable emergency that prevented the Employee/Trainee from following leave procedures as outlined in this policy.”

In this regard, you are directed to report to work immediately. Likewise, to address the alleged attendance violation(s), you may elect to report to the HR office and submit a written explanation with the emergency documentation justifying the nature of your absence and, in particular, why you were unable to follow the proper leave procedures in this situation and as to why your employment agreement should not be terminated for violating the above-mentioned provision, within 5 business days upon receipt of this notice. Upon receipt of your written explanation and supporting emergency documentation, we may elect to schedule a meeting in which you are requested to attend in order to resolve the issue.

Please be advised that your failure to initiate and follow the process outlined above within the timeframes specified shall indicate a waiver on your part to be heard, and the company will proceed with the necessary steps in the termination process, including opening your assigned locker for re-assignment. Should you have other concerns, you may reach the Human Resources Department at **09177097074** or send us an email through hr@iploy.com.

Sincerely yours,


Andreea Cabinatan
Employee Relations Specialist

Noted by:


Ramon Castañares
HR Manager

September 29, 2022

Mr./Ms. Warren Samson Figueroa

CSR

583-B Carnation Street Hilltop Homes Subdivision Consolacion 6001

Dear Ms. / Mr. ***Figueroa***,

This letter is in response to our first notification of termination dated **September 22, 2022** regarding your absence on **September 19, 20, 21, 22, 26, 27 and 28, 2022** wherein you failed to inform your immediate supervisor and/or call or leave a message at the attendance hotline to inform the company of your intended absence at least 2 hours before the start time of your scheduled shift.

Please consider this letter as official and final notification of termination of your agreement with iPloy Inc. for the No Call No Show referenced above for the following reason(s):


- You did not initiate the written appeal process or show up for work, thus waiving your rights to be heard.

Based on the aforementioned reason/s, effective **September 29, 2022** your employment or training agreement with iPloy Inc has been terminated, as mandated in the Company Policy which states:

“All NCNS incurred by Employees/Trainees shall be considered as non-compliance to the Policy. **Three (3) consecutive instances of No Call No Show (NCNS) will result in termination of employment/training unless the Employee/Trainee has a verifiable emergency that prevented the Employee/Trainee from following leave procedures as outlined in this policy.”**

Please coordinate with HR for retrieval of any personal belongings stored in your assigned locker and for formal clearance on or before **October 6, 2022** and for proper turnover of all accountabilities (IDs, HMO Card, Headphone, etc.) issued to you by the company. If after the mentioned date, you still have not done so, you are waiving your right to return the said accountabilities and the Company shall process the clearance and deduct any liability and/or any outstanding company properties assigned to your possession.

Furthermore, please be informed that we shall be disposing all unclaimed personal belongings on **October 13, 2022**.

Sincerely yours,

Andrea Cabinatan
Employee Relations Specialist

Noted by:

Ramelyn Castañares
HR Manager