

## iGROW COACHING FORM

Full Name: Maikee Imperial	Date: February 21, 2025
Employee No.: 3375	Immediate Supervisor: Eddie Mae Compra

### Issue / Goal - What is the issue and goal of the coaching session?

**ISSUE:**

Extension of resignation date from February 28 to March 21, 2025

**GOAL:**

To document the request for extension and avoid misunderstandings later  
To set clear expectations regarding her responsibilities during the extended period  
To get her commitment to maintain a good attendance during the period of extension

### Reality / Options – Root Cause Analysis and Agent’s Feedback

Maikee Imperial has requested to extend her resignation date February 28 to March 21, 2025.

**AGENT FEEDBACK AND REQUEST:**

*I want to express my sincere gratitude for the incredible experience I've had at Iploy. It is truly an honored to be part of this growing company. Working with such a brilliant and supportive team has been a privilege, and I truly appreciate the opportunities for professional growth and development I've been given. Leaving the team is the hardest decision I have ever made. The team has been my home and solace so going out of my comfort zone will be a tough ride for me. Thus, I have decided to extend my stay in the company to help my team with the seamless and smooth transition of the new role and responsibilities that will be handed over to the new employee. Lastly, I want to spend more time with the team who have been a family to me.*

### Way Forward – Action Plan and Setting Proper Expectations


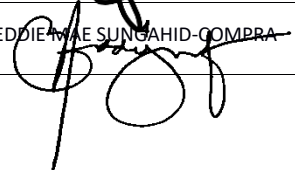
**WAY FORWARD:**

*Moving forward, since I was given the chance to extend my stay in this company, I will commit to maintaining a good attendance during the period of my extension. I will do my best to avoid tardiness and perform with the best of my ability.*

**DISCUSSION:**

- We had an open conversation to understand her reason for wanting to extend her resignation date.
- I have expressed concerns, pros and cons on allowing it as far as my role and the team is concerned.
- Expectation was set that the final decision would be from the management.
- We have discussed how her attendance has gone downhill over the past weeks since she declared her resignation, which became one of the greatest concerns. We got her commitment to bounce back and avoid future absences and tardiness during the extension period.
- Rep understands that her responsibility will include training the new replacement and making sure he/she is ready to take over her role.
- Rep acknowledges the company's right to terminate the resignation date and forfeit her request should she incur an invalid absence during the extension period.
- Rep understands that she is still an active employee and is hereby required to abide to the COCD.

*By signing below, you acknowledged that the above information is correct to your knowledge and understanding. This has been discussed thoroughly face to face with your supervisor.*

Employee Signature: 	Date: February 21, 2025
Supervisor Signature:  EDDIE MAE SUNGAHID-COMPRA	Date: February 21, 2025