

**January 18, 2023**

**Diessa Marie Ygot Mantos**

**CSR**

***B. Suico St. Upper Tingub, Mandaue City***

Dear Ms. / Mr. **Mantos**,

This letter is in response to our first notification of termination dated **January 10, 2023** 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 **January 18, 2023** 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 **January 24, 2023** 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 **January 31, 2023**.

Sincerely yours,  
  
Andrea Cabinatan  
Employee Relations Specialist

Noted by:  
  
Rameyn Castañares  
HR Manager