

iPloy OPC

9th floor, Ayala Center Cebu Tower
Bohol Avenue, Cebu Business Park
Cebu City 6000



END OF PROBATIONARY CONTRACT NOTICE

December 8, 2022

Alanna Rose Cuino Arcilla

297 Juana Osmeña Extension Poruk 8 Camputhaw, Cebu City

Dear **Ms. Arcilla,**

Your probationary employment as a ***Customer Service Representative*** has been subject to evaluation from the date you were hired up to present. Thus, it is expected that continuing good work performance, attendance and work attitude are to be maintained. You were given expectation to adhere to the department's set standards of your job, as well as company policies and practices, which has been made known to you from the day you were hired.

In view of this, we find that you were not able to meet the standards for you to become a regular employee of iPloy OPC. Thus, we regret to inform you that we are ending your probationary contract effective immediately.

Thank you for the services you have rendered to the company and we hope for your success in your future endeavors.

Very truly yours,

A handwritten signature in black ink, appearing to read "Niegel Arganza", written over a horizontal line.

Niegel Arganza

Human Resources

Noted by:

Alfredo Camarillo Jr.

Director of Operations

Acknowledged by:

Name Signature Over Printed

cc:Human Resources/file