

## END OF PROBATIONARY CONTRACT NOTICE

March 15, 2023

**Fatimah Sabellana Pangarungan**

56-A Our Lady Of Remedy St. Mabolo Cebu City

Dear Ms. **Pangarungan**,

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 Inc. 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,



Andrea Cabinetan  
Human Resources

Noted by:



Alfredo Camarillo Jr.  
Director of Operations

Acknowledged by:

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Name Signature Over Printed