

**Date** : **December 21, 2023**  
**To** : **Rejay Sumalpong Lobitaña**  
**Position** : **Customer Service Representative**  
**From** : **Human Resources**  
**Thru** : **Operations Management**  
**Subject** : **RETURN TO WORK ORDER**

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We have noticed that you have been absent from **December 18, 2023** to present without providing any supporting documents to support the number of days that you have been absent despite being reminded through this contact number **09289469288**.

Records show that your prolonged absences are unauthorized as does not meet the proper leaves application process. Likewise, upon review of your absence details, it appears that you have been incurring a number of unscheduled absences already, which are classified as infractions against our Company's Code of Conduct Policy.

Please be reminded that any Leave of Absence shall not be considered official unless a formal leave of absence request is submitted by the employee a minimum of 14 working days prior to the date of the desired time off. If the situation is an emergency that prevents a fourteen-day advance notice, the employee must submit applicable documentation to justify the lack of advance notice.

Based on the facts as stated above, it appears that you have violated the Company's Code of Conduct Policy under *Rules on Proper Conduct and Decorum* which states:

***Section 12 – Unscheduled Absence/Absence without official leave for 3 consecutive days.***

In this regard, if you have emergency documentation justifying the nature of your absence and, in particular, why you were unable to follow the proper leave procedures in this situation, you may elect to report to the HR office *within 5 calendar days upon receipt of this notice and submit a written explanation with the appropriate documentation*, as to why your employment should not be terminated for violating the above-mentioned provisions. 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. Likewise, your failure to report back to work within the time prescribed shall constrain us to declare that you have abandoned your work.

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.

Sincerely,

  
Larra Benigra  
Human Resource

Noted by:

  
Ramelyn Castañares  
HR Manager