

September 14, 2023

CSR Phones
270-N15 Escario St. Cebu City

Dear Mr. Arellano,

This is regarding the Notice to Explain issued to you last July 11, 2023, for an alleged violation of the company's **Code of Conduct and Discipline**.

Upon evaluation of the facts and the investigation made with all the available evidences submitted for this case, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** to wit:

Rule I, Section 27 – Sleeping on the job during working hours

Based on the foregoing, we regret to inform you that we are ending your employment with iPloy OPC effective immediately. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

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

Sincerely yours,


Noted by:


Ramelyn C. Castanares
HR Manager


Angelo Manal
Operations Manager

Conforme:

Date signed:



Name and Signature of the Employee

9/16/23