

**May 13, 2023**

**Klyn Navaja Daclan**

Trainee

*Salvador Labangon, Cebu City*

Dear **Ms. Daclan**,

Your probationary employment as a **Trainee** 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 us to let you continue your probationary employment with 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,

  
**Andrei Binatan**

Employee Relations Specialist

Noted by:

  
**Alfredo Camarillo Jr.**

Director of Operations

Acknowledged by:

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Name Signature Over Printed