

**January 24, 2024**

**Niño Jade Pepito**

**CSR**

*Barte Compound, Maria Luisa Rd, Banilad, Cebu City*

Dear Ms. / Mr. **Pepito**,

This refers to our first notification of termination dated **January 17, 2024** regarding your prolonged unauthorized absences since **January 12, 2024**. Our records reveal that you failed to report for work and was absent for a long period of time from **January 12, 2024 to January 23, 2024** without official leave of absence including the submission of the necessary documents to support your absences.

Despite our notification, you failed to initiate the written appeal process within the allotted timeframe given, thus waiving your rights to be heard.

In this connection, your **Unscheduled Absences** constitute violations which merit termination, in accordance with the Company's Code of Conduct and Discipline Policy. Upon review of your absence's details and discussion on the matter, it is our view that your prolonged absences without leave are unjustified and a clear neglect of your duty in the Company.

Based on the foregoing, your employment with iPloy OPC. is being terminated effective **January 24, 2024**.

Please coordinate with HR for retrieval of any personal belongings stored in your assigned locker and for formal clearance on or before **January 31, 2024** and for proper turnover of all accountabilities (IDs, HMO Card, and computer set, etc) issued to you by the company. If after the mentioned date, you still have not done so, you are waiving your right to return the said accountabilities and the Company shall process the clearance and deduct any liability and/or any outstanding company properties assigned to your possession.

Furthermore, please be informed that we shall be disposing all unclaimed personal belongings on **February 7, 2024**.


Should you have other concerns, you may reach the Human Resources Department at 09177097074 or send us an email through [hr@iploy.com](mailto:hr@iploy.com).

Sincerely yours,

  
Larra Benigra

Employee Relations Specialist

Noted by:

  
Ramelyn Castañares  
HR Manager