

**October 7, 2023**

**Clint Meneses Maratas**

CSR

*House 1 Pearl St. Gemsville Subd. Tayud Liloan Cebu 6002*

This letter is in response to your absence wherein you were No Call No Show (NCNS) since **October 4, 5 and 6, 2023** and you failed to inform your immediate supervisor and/or call or leave a message at the attendance hotline to inform the company of your intended absence at least 2 hours before the start time of your scheduled shift.


Based on the facts stated above, it appears that you have violated the Company Policy which states:

**“All NCNS incurred by Employees/Trainees shall be considered as non-compliance to the Policy. **Three (3) consecutive instances of No Call No Show (NCNS) will result in termination of employment/training unless the Employee/Trainee has a verifiable emergency that prevented the Employee/Trainee from following leave procedures as outlined in this policy.**”**


In this regard, you are directed to report to work immediately. Likewise, to address the alleged attendance violation(s), you may elect to report to the HR office and submit a written explanation with the emergency documentation justifying the nature of your absence and, in particular, why you were unable to follow the proper leave procedures in this situation and as to why your employment agreement should not be terminated for violating the above-mentioned provision, within 5 business days upon receipt of this notice. 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.

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. 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