

iPloy OPC
9th Ayala Center Cebu Tower
Cebu Business Park, Cebu City 6000



April 30, 2024

Eure Louise Leonardo
CSR Orders – OHH
2681 New Era St. Mabolo, Cebu City, 6000

Dear Mr. Leonardo,

This is regarding the Notice to Explain issued to you last *March 8, 2024*, 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:

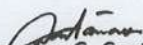
Rules on Customer Client Relations Section 6 - Deliberately mishandling a customer transaction, service or need.


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,

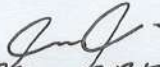
Noted by:


Ramelyn C. Castanares
HR Manager


Angelo Manal
Operations Manager

Conforme:

Date signed:


LEONARDO, EURE LOUISE
Name and Signature of the Employee

05 - 01 - 2024