

January 26, 2024

Ms. Mycaross Alexandra Mugot

Trainee

Blk Lot 4 NHA San Roque Ville, Lower Tac-An, Budlaan Cebu city

Dear Ms. Mugot,

Due to the shift in business demands affecting training requirements and in recognition with your performance during training, management has determined that you are eligible to be rescheduled to a *future training course or batch*.

In order for us to facilitate this, we will be withdrawing you from your current training from (indicate the department she belongs).

The Onboarding Specialist will be your point of contact in terms of your status in the company and in facilitating your reschedule in the near future. They will notify you at least 24 hours prior to the start of your required training. While you are in the transition of being rescheduled to a future training course or batch, you are expected to adhere to the following terms and conditions:

- Report on the recommended day of training as required by the Company after receiving notification from the Onboarding Specialist;
- Complete the PEME requirements and have a fit-to-work result.
- Complete pending Critical HR Requirements.

Please be advised that your failure to initiate and follow the process outlined above shall indicate a waiver on your part to be rescheduled, and the company will proceed with the necessary steps in the separation process.

Our objective is to make sure that your transition to a future training batch is as smooth as possible. Should you have any concerns or questions on the matter, please do not hesitate to contact us.


Ramelyn Castañares
HR Manager

Conforme: Mycaross Alexandra Mugot
Complete Name and Signature

1/26/2024

Date Signed