

February 22, 2024

**Adrian Mangyao Singson**

1818 C. Mina Ext. Mabolo Cebu City 6000

Dear **Mr. Singson**,

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 the 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,

A handwritten signature in black ink, appearing to read "Sharyl Ilan Jecong", is written over the printed name.

Employee Relations Specialist

Noted by:

A handwritten signature in black ink, appearing to read "Alfredo Camarillo Jr.", is written over the printed name.

Director of Operations

Acknowledged by:

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Name Signature Over Printed