

August 9, 2024

**Kate Maglasang**

409-L Baskio, Basak Pardo, Cebu City 6000

Dear **Ms. Maglasang,**

Your probationary employment as a **Customer Service Representative** 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 you to become a regular employee of 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 "Margarita C. Silva".

**Margarita C. Silva**

HR Associate - Employee Relations

Noted by:

A handwritten signature in black ink, appearing to read "Alfredo Camarillo Jr." with a circular flourish around the end.

**Alfredo Camarillo Jr.**

Director of Operations

Acknowledged by:

A handwritten signature in black ink, appearing to read "KATE MAGLASANG".

**KATE MAGLASANG**

Name Signature Over Printed