

December 6, 2024

Farah Melanie Oncines

CSR

Purok Molave, Poblacion, Liloan, Cebu

Dear Ms. / Mr. **Oncines**,

This refers to our first notification of termination dated **November 27, 2024**, regarding your prolonged unauthorized absences since **November 22, 2024**. Our records reveal that you failed to report for work and were absent for an extended period from **November 22, 2024, to December 5, 2024**, without an official leave of absence or submission of the necessary documents to support your absences.

Since you reached out to us on **December 2, 2024**, we extended the opportunity to provide your documents until **December 5, 2024**. However, as no feedback or required documents were received by that date, a **final notice** is now being issued.

Despite our previous notification, you also failed to initiate the written appeal process within the allotted timeframe, thereby waiving your right to be heard.

In this connection, your unscheduled absences constitute violations that merit termination, in accordance with the Company's **Code of Conduct and Discipline Policy**. Upon review of the details of your absence and discussions on the matter, it is our conclusion that your prolonged absences without leave are unjustified and demonstrate clear neglect of your duty to the Company.

Based on the foregoing, your employment with **iPloy OPC** is terminated effective **December 6, 2024**.

To ensure a smooth transition, please coordinate with HR to retrieve any personal belongings stored in your assigned locker by **December 13, 2024**. Additionally, kindly return all company-issued items, including IDs, HMO cards, headsets, and other assets, to formalize your clearance. Failure to comply by the specified date may result in delays in processing your clearance, as outstanding company property must be resolved before final clearance can be granted.

Furthermore, please be informed that any unclaimed personal belongings will be disposed of on **December 20, 2024**.

Should you have any further concerns, you may reach the Human Resources Department at **0917-709-7074** or email us at **er@iploy.com**.

Sincerely yours,



Noelilichi Medo
ER Specialist

Noted by:



Ramelyn Castañares
HR Manager