

March 26, 2025

Mea Coleen Ranan

CSR

188 San Antonio Apas, Cebu City 6000

Dear Ms. / Mr. **Ranan**,

This refers to our first notification of termination dated **March 19, 2025** regarding your prolonged unauthorized absences since **March 14, 2025**. Our records reveal that you failed to report for work and were absent for a long period of time from **March 14, 2025** to **March 25, 2025** without official leave of absence including the submission of the necessary documents to support your absences.

Despite our notification, you failed to initiate the written appeal process within the allotted timeframe given, thus waiving your rights to be heard.

In this connection, your **Unscheduled Absences** constitute violations which merit termination, in accordance with the Company's Code of Conduct and Discipline Policy. Upon review of your absence's details and discussion on the matter, it is our view that your prolonged absences without leave are unjustified and a clear neglect of your duty in the Company.

Based on the foregoing, your employment with iPloy OPC is being terminated effective **March 26, 2025**.

To ensure a smooth transition, please coordinate with HR to retrieve any personal belongings stored in your assigned locker by **April 2, 2025**. Additionally, kindly return all company-issued items, including IDs, HMO cards, and headsets (etc.), to formalize your clearance. Failure to do so by the specified date may result in delays in your clearance process, as outstanding company property will need to be addressed before final clearance can be granted.

Furthermore, please be informed that we shall be disposing all unclaimed personal belongings on **April 9, 2025**.

Should you have other concerns, you may reach the Human Resources Department at 09177097074 or send us an email through er@iploy.com.

Sincerely,



Patricia Pigao

ER Specialist

Noted by:



Ramelyn Castañares

HR Manager