

January 30, 2025

Roy Pepito

Trainee

Tisa Mohon 1 Cebu City 6000

Dear **Mr. Pepito**,


This is regarding the Notice to Explain issued to you last January 22, 2025 for alleged violation of the company's **Code of Conduct and Discipline**.

Upon evaluation of the facts and the investigation made during the administrative hearing on January 23, 2025 at 3:30 AM Local, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** to wit: **Rules on Proper Conduct and Decorum, Section 14 – No Call No Show**

Based on the foregoing, we regret to inform you that we are ending your employment with iPloy OPC effective immediately. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

Thank you for the services you have rendered to the company and we hope for your success in your future endeavors.

Sincerely yours,


Ramelyn C. Castanares
HR Manager

Conforme:

Date signed:

Name and Signature of the Employee
