

**February 11, 2025**

**Jane Ricaplaza Teo**

CSR

*Garfield Pahina San Nicolas Cebu 6000*

Dear Ms. / Mr. **Teo**,

This letter is in response to our first notification of termination dated **February 4, 2025** wherein you failed to inform your immediate supervisor and/or call or leave a message at the attendance hotline to inform the company of your intended absence at least 2 hours before the start time of your scheduled shift.

Please consider this letter as official and final notification of termination of your agreement with iPloy OPC for the No Call No Show referenced above for the following reason(s):

- You did not initiate the written appeal process or show up for work, thus waiving your rights to be heard.

Based on the aforementioned reason/s, effective **February 11, 2025** your employment or training agreement with iPloy OPC has been terminated, as mandated in the Company Policy which states:

**“All NCNS incurred by Employees/Trainees shall be considered as non-compliance to the Policy. **Three (3) consecutive instances of No Call No Show (NCNS) will result in termination of employment/training unless the Employee/Trainee has a verifiable emergency that prevented the Employee/Trainee from following leave procedures as outlined in this policy.**”**

To ensure a smooth transition, please coordinate with HR to retrieve any personal belongings stored in your assigned locker by **February 18, 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 **February 25, 2025**.

Sincerely yours,



Noelichi Meño

ER Specialist

Noted by:



Rameilyn Castañares

HR Manager