

September 12, 2025

Niña Angela Quijano Yrenaya

CSR

*Genesis Subdv. Brgy Basak Lapu Lapu Cebu City 6015*

Dear Ms. / Mr. **Yrenaya**,

This refers to our first notification of termination dated **September 5, 2025** regarding your prolonged unauthorized absences since **September 2, 2025**. Our records reveal that you failed to report for work and were absent for a long period of time from **September 2, 2025** to **September 11, 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 **September 12, 2025**.

To ensure a smooth transition, please coordinate with HR to retrieve any personal belongings stored in your assigned locker by **September 19, 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 **September 26, 2025**.

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

Sincerely,

  
Phoebe Joy Soringa  
ER Specialist

Noted by:

  
Ramelyn Castañares  
HR Manager