

February 05, 2025

Steven Arela Carpina

Trainee

Libo Tayud Consolacion Cebu 6001

Dear Mr. Carpina,


This is regarding the Notice to Explain issued to you last February 01, 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 February 01, 2025 at 4:30 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:


Steven A. Carpina
Name and Signature of the Employee

Date signed:

02/05/2025