

March 25, 2025

**Ms. Iris Barera**

Trainee

Cambaog Pulangbato, Cebu City

Dear **Ms. Barera**,

Subject: End of Training Notification

This letter serves as formal notification regarding your employment with iPloy. Following a thorough review, we would like to address the recent one-on-one discussion you had with HR, during which you verbally admitted and provided written clarification in response to the Notice to Explain (NTE) that was issued to you. In this discussion, you confirmed that you misrepresented your educational status to secure your position with us.

As outlined in our Code of Conduct and Discipline (COCD), honesty and integrity are fundamental principles that we uphold within our organization. Your actions represent a violation of these core values and compromise the trust that is essential in our workplace.

Therefore, as a result of these violations, we must terminate your employment with iPloy, effective immediately. While we recognize that personal circumstances can influence decision-making, adherence to company policies is crucial for all employees.

We appreciate your contributions during your time with us. Should you have any personal belongings or require further assistance, please do not hesitate to reach out to HR.

We wish you the best in your future endeavors.

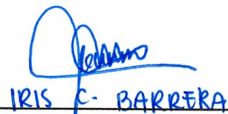
Sincerely,



**Ramelyn Castañares**

HR Manager

Conforme:



IRIS C. BARRERA

Complete Name and Signature

3-25-25

Date Signed