

May 23, 2025

Mark Anthony Redelosa Alindao Jr.

CSR

Purok Bangkoro, Binongkalan, Catmon Cebu 6006

Dear Mr. **Alindao**,

This letter serves as formal notice of your employment termination with iPloy OPC, effective immediately.

On **May 13, 2025**, we issued a **Return-to-Work Order** instructing you to report back to work. However, you failed to comply. Consequently, a **Termination Notice** was sent on **May 20, 2025**. As a consideration of the supporting documentation you submitted, we issued a **Retraction Letter** on **May 21, 2025**, offering you additional opportunity to submit any necessary supporting documents or report back to work no later than **May 22, 2025**.

Despite these multiple opportunities given to you, you failed to return to work, provide additional supporting documentation, or even communicate any updates within the specified deadline. Your lack of response indicates that you are no longer interested in continuing your employment with iPloy OPC.

Given your continued non-compliance and absence, we regret to inform you that your termination is now deemed final and the matter is considered closed.

We appreciate your past contributions to iPloy OPC and wish you success in your future endeavors.

Sincerely,



Patricia Pigao

ER Specialist

Noted by:



Rameilyn Castañares

HR Manager