

**June 17, 2025**

**Charlotte Ylaya Sevillaano**

CSR

*Sitio Upper Udloom Brgy Sinsin Cebu City, Cebu 6000*

Dear Ms. / Mr. **Sevillaano**,

This letter is in response to our first notification of termination dated **June 10, 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 **June 17, 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 **June 24, 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 **July 1, 2025**.

Sincerely yours,



Patricia Pijao  
ER Specialist

Noted by:



Ramelyn Castañares  
HR Manager