

January 8, 2026

Ms. Shaira Mae Toledo Banol
Trainee
Upper Patag, Sison, Surigao del Norte, 8404

Dear Ms. **Banol**,

Welcome, and congratulations once again on starting your first day of training today!

Due to recent shifts in business demands that have affected our training schedules and requirements, and after reviewing current training resources and scheduling needs, management has determined that your training will be rescheduled to a future training batch. This decision is based solely on operational and scheduling considerations and is not related to any personal circumstance.

To facilitate this rescheduling:


- You will be withdrawn from the training.
- The Onboarding Specialist will be your primary point of contact regarding your employment status and the process for your rescheduled training. They will notify you at least 24 hours prior to the start of your next required training session.

While you await your next training assignment, please ensure the following:

- ✓ Report on the recommended training start date as instructed by the Onboarding Specialist.
- ✓ Complete the PEME requirements and obtain a fit-to-work medical result as required by Company policy.
- ✓ Fulfill any pending Critical HR Requirements.

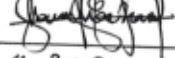
Please note that your failure to initiate or follow the process outlined above may be considered a waiver of your opportunity to be rescheduled, which could lead to the next appropriate steps under Company policy.

We want this transition to be as smooth and supportive as possible. If you have any questions or concerns, please do not hesitate to reach out to the Onboarding Specialist at onboarding@iploy.com.


Marishka Iris A. Arcilla
HR Manager

Signing Acknowledgment

I, Ms./Mr. Shaira Mae Banol, acknowledge that I have read and understood the terms of this notice regarding the rescheduling of my training and the next steps outlined above.

Signature: 
Date: Jan. 8, 2026