

iPloy OPC

9th Floor, Ayala Center Cebu Tower, Bohol Avenue, Cebu City
16th Floor, One Montage, Archbishop Reyes Ave., Cebu City



March 24, 2026

Mr. Kyle Vince Ongcoy Amancia

Purok Tambia Candulawan Talisay 6045

Dear Mr. Amancia,

This Notice is being issued in relation to your employment with the company which commenced on **March 16, 2026**, under a training/probationary arrangement.

Our records show that you were absent from work on **March 19, 2026** and failed to report to your scheduled shift. There was also no prior notification or communication received regarding your absence.

You were subsequently given a 48-hour period to respond to the Company's inquiry; however, as of this writing, no response has been received. In addition, you have remained absent from work up to the present date without proper notification.

Management has reviewed the circumstances surrounding your attendance and failure to maintain communication. Attendance, reliability, and compliance with Company policies are essential standards expected from all employees, particularly during the training and probationary period.

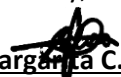
Based on the evaluation, it has been determined that you did not meet the required standards during your training period. Furthermore, due to the attendance concerns during the initial stage of employment, the client has decided not to proceed with your endorsement.

In view of the foregoing, management has decided to terminate your training with the Company. Accordingly, your End of Training (EOT) shall take effect on **March 24, 2026**.


You are advised to coordinate with the HR Department regarding your clearance process and final pay requirements.

We appreciate the time and effort you have given during your training with the Company and wish you the best in your future endeavors.

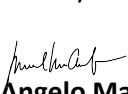
Sincerely,


Margarita C. Silva
HR Supervisor

Noted by:


Marishka Iris Arcilla
HR Manager

Approved by:


Niño Angelo Manal
Operations Manager

Acknowledged by:


Kyle Vince Amancia
Name Signature Over Printed