

April 8, 2023

Aljon Laureno Gonzaga
Patient Pay
Mph Village, Looc, Danao

Dear Mr. Gonzaga,


This is regarding the Notice to Explain issued to you last March 15, 2023 for alleged violation of the company's **Code of Conduct and Discipline**.

Upon evaluation of the facts and the investigation made during the administrative hearing held last March 22, 2023 at 4:30 AM Local, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** to wit: **Rules on Proper Conduct and Decorum Section 12 – Unscheduled Absence**

Based on the foregoing, we regret to inform you that we are ending your employment with iPloy OPC effective immediately. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

Thank you for the services you have rendered to the company and we hope for your success in your future endeavors.

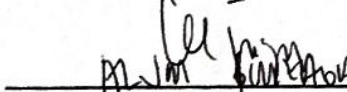
Sincerely yours,


Rameyn C. Castanares
HR Manager

Noted by:


Angelo Manal
Operations Manager

Conforme:



Name and Signature of the Employee

Date signed:

4-8-2023