

Clearance Notification

Separation Date : 2019-09-19
Date Hired : 2017-11-14
Date of Clearance Process : 2019-09-25 20:30:02
Employee Name : Ricamora, Genevie
Position : Customer Service Representative
Employee Number : 2691559

Dear Genevie Ricamora,

Your clearance is currently being processed. Please allow 90 calendar days for us to review, finalize and clear you from all your accountabilities, and process your final pay. We hereby request you to follow up with us via email on or after 2019-12-25 by sending an email to Philippines@teleperformance.com so you will be given further instructions on how you can claim your final pay.

Please ensure that you type CLEARANCE on the subject line of your email and the following details must be provided

1. Complete Name
2. Employee Number (CCMS ID Number)
3. Site where you were assigned
4. Date when you processed your clearance
5. Last account/program handled
6. Date of birth
7. Name of last supervisor
8. Hire date
9. Separation date

In our effort to make sure that proper expectations were set before you leave the company, please see below reminders:

- Following the headset acknowledgement form that you signed, your failure to surrender the headset on or before your separation date and/or surrendering the headset without the TP Asset tag or serial number will result to a deduction in your final pay equivalent to Php 3,500.00
- If you failed to observe the thirty (30) day prior written resignation notice requirement as indicated in your employment contract, you shall be held liable to pay the company liquidated damages equivalent to your daily wage for each day of breach. Hence, there is a possibility that you will be tagged as not eligible for retire.

If you have an outstanding loan with SSS, your unpaid loan amount will be deducted from your final pay.

Venue for Releasing: Teleperformance, Villa Ines St., Teleperformance Building, Asean IT Park, Lahug Cebu City 6000

Final Pay Releasing: Tuesday & Thursday 8AM - 12NN / 1PM - 2PM (No releasing during holidays)

Before claiming your final pay, please prepare at least two (2) valid IDs with identical signatures. If this will be claimed by an authorized representative, the latter should provide the following:

- a. Special Power of Attorney (SPA)
- b. Authorization Letter
- c. Photocopy of two valid IDs of the representative
- d. Photocopy of two valid IDs of the employee


Thank you and we wish you luck in your future endeavors.

Teleperformance

Note: If you are holding the position of a manager or up, final pay processing might take more than 90 days due to the financial accountabilities that need to be verified. You may still opt to follow up on the date indicated above to check how soon your final pay can be released.

Upon your record being queued in the Exit Management System for clearance processing, our Payroll team will be putting your salary on hold.

Generated and Issued by:


Louie, Jennie Marie Jumbao
Human Resources Representative
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