



April 14, 2023

June Grethel Moralista

CSR Phones

70 L tudtud st. Mabolo Cebu City, 6000

Dear Ms. Moralista,

This is regarding the Notice to Explain issued to you last March 27, 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 April 4, 2023 at 3:10PM Local, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy under Rule 1 on Proper Conduct and Decorum Section 27** which prohibits **"Sleeping while on duty"**

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.

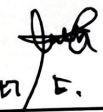
Sincerely yours,


Ramelyn C. Castanares
HR Manager

Noted by:


Angelo Manal
Operations Manager

Conforme:


JUNE GRETHEL E. MORALISTA
Name and Signature of the Employee

Date signed:

4-14-23