

TO : All SJI Employees
FROM : Human Resources Department
RE : Notice of Termination
DATE : December 15, 2022

Please be informed that **Ms. Noralyn D. Maximo, Empowerment Consultant of Pagadian Area** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective December 2, 2022** due to violations of our code of employee discipline article V Sections 5.2.3 (j) and the provisions of the Labor Code on Termination by Employer which states:

5.2.3 (j) *“Refusing to report to the designated branch, area, or department when instructed to do so”*

“Termination by Employer – An employer may terminate an employment for any of the following causes: (a) Serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in coordination with his work;”



Refusing to be relocated to another area to aid the manpower lineup is a breach of the employment contract.

It is stipulated in the employment contract that she signed with the organization when she was hired that in the event the company will need to reassign to another area/outlet must abide by it.

As such she is no longer authorized to make any transaction on behalf of Sophia Jewellery, Inc., nor can she represent the company in any aspect.

We are hoping that this experience will serve as a lesson we can all learn from and that this will be the last incident of this nature that we have to deal with.

Should you have clarifications regarding this matter, please feel free to call the HR Department at 991-9936.

For your information and guidance.

Thank you,



Atty. Angelique Margret T. Natividad
HR Director