

TO : All SJI Employees
FROM : Human Resources Department
RE : Notice of Termination
DATE : Mar 20, 2023

Please be informed that **Lian Joyce Ibañez (ZKC)** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective March 13, 2023** due to grave violation of article V Sections 5.3.1. (j) :

“Tampering with or stealing Organization products, cash, and property to defraud the Organization”



It was found that she did not return the excess/unused budget of the boarding house when she was temporarily relocated in Kapatagan Area from September-December 2022. She is therefore guilty of, and admitted to violating the provision below:

“Tampering with or stealing Organization products, cash, and property to defraud the Organization”

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. Angeliue Margret T. Natividad
HR Director