

TO : All SJI Employees  
FROM : Human Resources Department  
RE : Notice of Termination  
DATE : October 28, 2021

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Please be informed that **Milabel P. Montano, Empowerment Consultant of ZYG** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective October 28, 2021** due to grave violations of:

*5.3.1 (a) "Theft. Includes taking out of property or money of any amount without written authorization from the proper persons"*

*5.3.1 (j) "Tampering with or stealing Organization products, cash, and property to defraud the Organization;"*

*5.3.2 (f) "Carelessness that could result to: 1. damage to the Organization; 2. damage to the Organization image; 3. lawsuits; or 4. psychological or physical threat to Team Members' safety."*

*5.3.2 (h) "Loss of merchandise or cash whether intentional or unintentional"*



During the review of CCTV, it was found out that she took a Php 20.00 bill from the showcase and placed the bill into her ID holder. She also admitted in her written statement that she indeed stole Php 3,000.00 from the vault.

She is therefore guilty of, and admitted to violating the provision below:

*5.3.1 (a) "Theft. Includes taking out of property or money of any amount without written authorization from the proper persons"*

*5.3.1 (j) "Tampering with or stealing Organization products, cash, and property to defraud the Organization;"*

*5.3.2 (f) "Carelessness that could result to: 1. damage to the Organization; 2. damage to the Organization image; 3. lawsuits; or 4. psychological or physical threat to Team Members' safety."*

*5.3.2 (h) "Loss of merchandise or cash whether intentional or unintentional"*


**As such she is no longer authorized to make any transactions 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,

A handwritten signature in black ink, appearing to read 'Angelique', is written over a horizontal line.

Atty. Angelique Margret T. Natividad  
HR Director