

TO : All SJI Employees
FROM : Human Resources Department
RE : Notice of Termination
DATE : September 5, 2022

Please be informed that **Mr. Nedwin E. Espinosa, Maintenance Staff** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective September 1, 2022** due to grave violations of article V sections/s 5.3.1.:

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



It was found that during the admin hearing he admitted to taking a company property without asking for approval from the proper persons.

As such he is no longer authorized to make any transaction on behalf of Sophia Jewellery, Inc., nor can he 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. Angélique Margret T. Natividad
HR Director