



To : **CLOYDANSON J. SORRA**  
IT Assistant

Subject : **NOTICE OF DISMISSAL**

Date : November 13, 2021

After Global City Auto Sales, Inc. sent the notice of AWOL and return to work order dated **November 3, 2021** and after a thorough examination of all pieces of evidence and attendance reports submitted and on hand, including your refusal to explain and report back to work since **October 27, 2021**, you are found guilty of committing the following acts:

- 1) **Abandonment of work;**
- 2) **Absences without official leave; and**
- 3) **Refusal to cooperate or answer questions in any investigation authorized or conducted by a company official.**

The foregoing acts constitute as Type C and D offenses under the Code of Conduct which are tantamount to *gross and habitual neglect of duties and gross disregard of company rules and regulations* in relation to Article 282 of the Labor Code, as amended.

As such, your employment is hereby **TERMINATED** effective immediately upon receipt of this notice.

You are directed to surrender all company property, records, identification, etc. given to you or which are presently in your custody or possession and settle all your accountabilities before issuance of your Employment Clearance.

For strict implementation.

By Authority of Execom: ✓

  
**ROCHELL L. APAREJADO**  
HR Manager

  
**DANNY L. CHUA**  
SVP /Group General Manager

I have received, read and fully understood the meaning and consequences of this Notice of Dismissal.

\_\_\_\_\_  
Signature over printed name of the employee

\_\_\_\_\_  
Date

**Notice of Dismissal**

This becomes a permanent record of a specific violation or behavior which has resulted in a disciplinary action.  
Cc: HR 201 File / Legal Services Division