

July 12, 2021

Mr. Andrew Dinglasan
Branch Head
Nissan Sumulong Highway

Dear Sir,

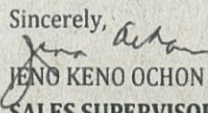
I would like to extend my deepest gratitude to this company for giving me the chance and the opportunity to work and be part of this prestigious team. For the trainings, work ethics and best practices I have learned and I may say that this company, the teams who I worked with has fortified my work ethics and my personal growth as well.

Now the time has come for me to face another challenge to enhance my professional ethics, personal development and for me to prosper the endeavors that I have set in life. It is my sincerest apology to the Bosses and to my fellow Co - Employees that I have to leave this prominent company and put my attention to the next phase of my life, this decision has been very tough for me to decide because of the chance, the trust and confidence that the Bosses and this company has given me.

May this letter serve as my Written Resignation as a Sales Supervisor. May the Bosses and my Co - Employees bear in mind that I have come to this conclusion to step down from my position and to give up my job for me to face the new challenges and endeavors in my life.

Also, I would like to probe the management and the reader of this humble letter that upon receipt of this letter may this be the Official Day of My Resignation effective on July 16, 2021.

Hoping one day all of the work ethics, best practices and personal developments that I inherit to this glorious and prestigious company will put in one action for me to take the leap in my future endeavors.

Sincerely, 
JENO KENO OCHON
SALES SUPERVISOR
NISSAN SUMULONG HIGHWAY

Cc: HR
GSM
ACCTG
File