

LEADING EDGE AUTOMOBILES PHILS. INC.  
MSC BUDG. 2290 DON CHINO ROSES AVE.  
EXT. MAKATI CITY.

DATE : AUGUST 31, 2021

ROOMBO R. CALUNDO JR.  
#25 DE PADUA ST. VILLASADINA  
TALIPAPA NOVATIEN QUEZON CITY

DEAR SIR/MADAM,

I WOULD LIKE TO EXPRESS MY WISH TO BE TRANSFERRED FROM HYUNDAI PASOUL TAMD MAKATI TO MITSUBISHI VALENZUELA EFFECTIVE THIS COMING SEPTEMBER 6, 2021. THE REASON BEING IS THAT IT IS CLOSER TO MY HOUSE AND I HAVE SPENDING A LOT OF TIME COMMUTING BACK & FORTH EVERYDAY. IF I SPEND LESS ON THE ROAD THEN I WILL HAVE MORE ENERGY WHILE AT THE OFFICE WORKING ON THE JOB SERVICE. WHICH WILL HAVE A POSITIVE IMPACT ON MY WORK. I KINDLY ASK YOU TO CONSIDER MY TRANSFER REQUEST.

THANK YOU FOR UNDERSTANDING.

YOURS. SINCERELY,



ROOMBO R. CALUNDO JR.