

John C. Ammen
87 Gen. Espino St. Zone 5 Brgy. Central Signal Village, Taguig City
0917-1681916
john.ammenn028@gmail.com

July 1, 2021

Ulyssis Reynoso
Sales Manager
Mitsubishi Global City
Global Excellence Motors, Inc.
Blk. 15 Rizal Drive Crescent Park West, Bonifacio Global City, Taguig City

Dear Mr. Ulyssis Reynoso:

I regret to inform you that I am resigning from my position here today July 1, 2021 as a Sales Executive for personal reasons. My last day will be on July 15, 2021.

I have formed many valuable professional relationships and gained much on-field experience while working at GEM, Inc. – Mitsubishi Autohub Global City. The patience and support that you and the rest of the management team showed me during my training is truly appreciated. Thank you for all that you have done for me.

It is only after careful consideration that I have come to this decision, and I regret any inconvenience that it may cause. I will be able to come to the office today.

I offer my sincere apologies for not being able to give you much more notice regarding my resignation. Thank you for giving me the opportunity to be a Sales Executive at Global Excellence Motors, Inc. – Mitsubishi Autohub Global City; it has been a great working experience. I'll always look back fondly on my time spent here.

Regards,



John C. Ammen

