

November 19, 2021

Aira Dela Torre
Barcelona Street, Camella Townhomes
Classic Village, San Antonio,
Paranaque City 1715

Joanna L. Ariola
Branch Head-Mitsubishi Global City
Global Excellence Motors, Inc.
Blk 15 Rizal Drive Crescent Park West Bonifacio Global City Taguig


Dear Ma'am,

I am writing this letter to inform you that I accepted an offer from other company that I know will help me professionally and financially. It's a sudden decision but I feel it's time for me to move on to new opportunities and challenges.


My last day at GEM Global City will be on December 10, 2021. Despite having to resign, I truly appreciated the opportunities that the company has provided me during my time as a Sales Admin Assistant. I am very much grateful for your assistance along the way. I will do my part to ensure a smooth transition of my duties for my replacement.


I wish the company and all its employees continued success in the coming years.

Thank you so much for understanding.

Sincerely,

Aira Dela Torre
Sales Admin Assistant

- 
accepted
NOV 22, 2021

- DECEMBER 10 EFFECTIVITY WILL ONLY BE
ACCEPTED IF W/ REPLACEMENT 

 11/24/21