




MEMORANDUM


TO : JOHN DARYL T. CELESTE
IT Assistant, IT Department

FROM : HR Manager


SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : November 26, 2021

Your resignation as IT Assistant under IT Department of Global City Auto Sales, Inc. is hereby accepted effective December 6, 2021.

You are hereby directed before the effectivity date of your resignation to surrender all company property, records, data, identification, among others, given to you or which are presently in your custody or possession and settle all your accountabilities before you will be issued a clearance as a supporting document for the release of your final pay and other benefits.

We thank you for your past services and wish you well in your future endeavors.


ROCHELL L. APAREJADO

cc : HRD-201 File