

To: RochellAparejado
HR Manager

September 2, 2021

Dear Ma'am

I would like to inform you my irrevocable resignation from my position as HR Officer of Global City Auto Sales, effective September 6, 2021 because of family issues.

It is a great opportunity working at Global City Auto Sales considering the fact that my knowledge was not enough regarding my position and still giving me the chance to work at Global City Auto Sales because of personal issues that's why I'm leaving my position.

Thank you for the opportunity as well as the knowledge that you provided me during the last 1 month.

Sincerely,

Jocelyn Evangelista
HR Officer

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Accepted
Sent via email*

