



MEMORANDUM

TO : *Madel L. Garcia*
MADEL L. GARCIA
CRM Assistant, CRM Department

FROM : HR MANAGER

SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : October 25, 2021

Your resignation as CRM Assistant under CRM Department of AUTOHUB Group of Companies, Inc. is hereby accepted effective end of business day of November 24, 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.

Margarita O. Adeva
MARGARITA O. ADEVA

cc : HRD-201 File