

Date: August 16, 2021

For: Conrado Villaruel - Audit Manager

Noted by:



081721

Cc: Jozef Eufer Duazo - Audit Supervisor



HR Department

Re: Resignation Letter

Dear Mr. Villaruel,

I regret to inform you that I am resigning from my position as Auditor 3 for personal reasons. My **last day** of work will be on **September 15, 2021**, while the **effectivity** of my resignation will be on **September 16, 2021**. I know this is unexpected, but I will be happy to assist you in the turnover process.

I cannot thank you enough for the opportunities this company has provided me. Working here for the last seven months has been incredibly instrumental in my personal growth, and I will never forget the colleagues and friends I have made here.

I will miss both the dealers and the company alike very much. If there is anything I can do to help make this transition easier, please let me know.

If necessary, I can be available for phone and email inquiries from home on a limited basis for the weeks following my departure date.

Thank you so much for your understanding in this matter. I have enjoyed and loved my job as Resident Auditor in Taytay Rizal, and I will look back on my time here with wonderful memories.

Sincerely,



Ana Gracia Mariano