



MEMORANDUM

TO : HAZEL T. PIÑON
HR Officer, HR Department

FROM : HR MANAGER

SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : November 13, 2021

Your resignation as HR Officer under HR Department of Global City Auto Sales, Inc. is hereby accepted effective November 16, 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.

A handwritten signature in black ink, appearing to read "Rochell L. Aparejado", written over the printed name.

ROCHELL L. APAREJADO

cc : HRD-201 File