




MEMORANDUM

TO :  JOHN ANGELO SANTOS
FROM : HR MANAGER
SUBJECT : **END OF CONTRACT**
DATE : 26 AUGUST 2021

Please be informed that your contractual employment with AUTOHUB Group of Companies, Inc. as Helper will end upon close of business hours of **September 7, 2021**.

In this regard, you are hereby directed to surrender your Company ID & Code of Conduct Handbook to the HRD and other company-issued properties to your immediate superior.

Your last pay and other applicable benefits will be released upon completion of your clearance requirements.

We wish you success in your future endeavor.


MARGARITA O. ADEVA

cc: 201 file