



MEMORANDUM

TO : SHANON APRIL A. MEJIA
CASHIER

FROM : HR & ADMIN MANAGER

SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : July 01, 2021

Your resignation as CASHIER under TREASURY of LEADING EDGE AUTOMOBILES PHILIPPINES INC. is hereby accepted effective July 09 , 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.

ROCHELL L. APAREJADO

HR Manager