



MEMORANDUM

TO : MARIA MERCEDES C. CUYA
DCRC Supervisor, DCRC Department

FROM : SVP – OPERATIONS / GENERAL MANAGER

SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : October 7, 2021

Your resignation as DCRC Supervisor under DCRC Department of Global City Auto Sales, Inc. is hereby accepted effective on November 20, 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 "Danny L. Chua", with a stylized flourish extending from the end of the signature.

DANNY L. CHUA

cc : HRD-201 File