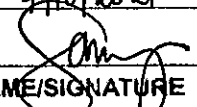


June 28, 2021

Rochell Aparejado  
Human Resource Manager (Global City Auto Sales Inc.)  
Block 15, 2<sup>nd</sup> Floor, Ford Global City Bldg.  
Rizal Drive, Crescent Park West  
Bonifacio Global City, Taguig City

<b>RECEIVED</b>
<b>HR RECRUITMENT</b>
DATE: <u>7/10/2021</u>

NAME/SIGNATURE


Dear Ma'am Rochell,

Please accept my resignation from my post as accounting assistant of Global City Auto Sales Inc. as required in my employment contract, I am giving a 30-day notice effective today. My last day of work will be on July 28, 2021.


My decision to resign was finalized after careful consideration. I have not imagined leaving this company so soon. However, I feel the change would be beneficial to the company and myself. I assure you that I will endorse my outstanding tasks before my departure and that the transition will be handled professionally to ensure a smooth turnover of responsibilities.

I would like to extend my deepest gratitude in giving me the opportunity to be a part of the company. It has been an unmeasurable learning experience and I wish nothing but continued success for Global City Auto Sales Inc.

Yours sincerely,

  
Jonathan Medina Jr.  
Accounting assistant

  
Jennifer Lynn Fergie Trangia  
Accounting Supervisor

  
Rose Anne Bahalagay  
Accounting Manager

*noted: JFW 7/6/2021*

Virginia Mangay-ayam  
AVP-Comptrollership

*READ 7/10/21*