




MEMORANDUM

TO :  10-04-21
ISABEL M. UY
PMS Coordinator, Executive Office

FROM : HR MANAGER

SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : September 30, 2021

Your resignation as PMS Coordinator under Executive Office Department of AUTOHUB Group of Companies, Inc. is hereby accepted effective October 23, 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 "M. Adeva", written in a cursive style.

MARGARITA O. ADEVA

cc : HRD-201 File