

November 8, 2021

JOANNA L. ARIOLA  
Branch Head  
Global Excellence Motors Inc.  
Autohub Group of Companies

Dear Ms. Joanna,

I am writing to inform you of my decision to leave my position as ~~Sales Admin~~ of Mitsubishi Global City effective December 17, 2021.

EXECUTIVE ASSISTANT  
*Gih*

I have given this decision a lot of thought since I know that I'm just starting to establish my career in Autohub but with everything taken into consideration I have decided that it will be in the best interests for my career advancement and future development. I have an accepted offer from other company which is way better in terms of position, work set up and salary.

I am very much willing to help in the smooth transfer of my functions and responsibilities to another person you would want to take over my post.

Thank you for the opportunity that you have provided me over years spent here and I wish the company continued success.

Sincerely yours,

Jessica Papillon

*accepted  
November 16, 2021  
JL*

RECEIVED: *11/17/21*