



MEMORANDUM

TO : ARNEL E. ENDAYA
IT Manager, IT Department

FROM : SVP – Operations / General Manager

SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : October 21, 2021

Your resignation as IT Manager under IT Department of Global City Auto Sales, Inc. is hereby accepted effective October 21, 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.


DANNY L. CHUA

cc : HRD-201 File