



MEMORANDUM

TO : MARISSA D. QUEZADA
FROM : HR & ADMIN MANAGER
SUBJECT : **ACCEPTANCE OF RESIGNATION**
DATE : SEPTEMBER 21, 2021

Your resignation as Sales Executive of the Global Excellence Motors, - Mitsubishi Valenzuela is hereby accepted effective **August 21, 2021**. Thank you for your valuable contributions to the company.

We wish you success in your future endeavors.

A handwritten signature in black ink, appearing to read "Ma. Corazon C. Santos".

MA. CORAZON C. SANTOS
HR & ADMIN MANAGER

cc: 201 File