



MEMORANDUM

TO : *Christina Montemayor 8/4/2021*  
CHRISTINA MONTEMAYOR  
General Clerk/Contractual

SUBJECT : **END OF CONTRACT**

DATE : August 2, 2021

Please be informed that your contractual employment with MGM Motor Trading Inc./Nissan Pasig Center as General Clerk will end upon close of business hours of **August 11, 2021**.

You are expected to surrender all company-issued properties to your immediate superior for the immediate processing of your Employment Clearance.

Your last salary will be released upon completion of your clearance requirements.

  
**JOCELYN VILLANDEVA**  
HR/Admin Manager

cc: 201 files