

FOR : JENNIFER C. LAGO
AVR-APCG
NANCY DELA MERCED
AHG-ADMIN MANAGER
THRU : HUMAN RESOURCE DEPARTMENT
AUTOHUB GROUP
SUBJECT : RESIGNATION LETER
DATE : 03 NOVEMBER 2021

He is
Accepted. Until Dec 13, 2021. Please
retrieve posting for this position.
Thank you.
Pls provide MRF.

Dear, Ma'am Jen & Ma'am Nancy,

I am writing this letter to inform you that I will be resigning from my position as a Safety and Security Supervisor due to personal reasons. I leave this company with mixed emotions and also thankful person because I've met beautiful people and all are professionals in work.

Within a short period working in Safety Security Services is such a wonderful experience and very productive one for me. I am blessed to be able to work with highly competitive superiors who have taught me a lot about techniques and strategies in work. I have learned a great deal from this team which includes invaluable lessons of patience and hard work.

I thank the company for all these contributions to my life and wonderful experience and I wish you more success.

Please accept my resignation letter as a formal notice and let me know how I can be of assistance during the transition period.

Thank you so much.

Yours, Respectfully,

Fernando P. Porlas Jr.

LEAH 11/12/2021