



## MEMORANDUM

TO : JANELLA T. VILLANUEVA  
BODY AND PAINT ADMIN ASSISTANT

FROM : HR MANAGER

SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : June 22, 2021

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Your resignation as BODY AND PAINT ADMIN ASSISTANT under AFTERSALES ADMIN DEPARTMENT of LEADING EDGE AUTOMOBILES PHILIPPINES INC. is hereby accepted effective June 30, 2021.

You are hereby directed before the effectivity date of your resignation to surrender all company property, records, data, and 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.

  
ROCHELL L. APAREJADO  
HR Manager