



MEMORANDUM

Buella 10/20/21
TO : CARINA P. BUELLA
BILLING ASSISTANT

FROM : HR MANAGER


SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : October 20, 2021

Your resignation as BILLING ASSISTANT under AFTERSALES DEPARTMENT of LEADING EDGE AUTOMOBILES PHILIPPINES 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.


ROCHELL L. APAREJADO
HR MANAGER