

*Er. June*  
~~May 30~~ 30, 2021

John Rayniel L. De Leon  
274 Dr. Pilapil St. San Miguel  
Pasig City 1600

Ms. Marjorie Dames  
IT Supervisor  
Global City Auto Sales Inc.  
2<sup>nd</sup> Floor, Ford Global City Bldg., Blk. 15,  
Rizal Drive Corner 32<sup>nd</sup> Street, Crescent Park West, BGC  
Taguig City 1637

Dear Ms. Marjorie,

Please accept this letter as formal notification that I am resigning from my position as IT Specialist with Global City Auto Sales Inc. on August 2, 2021 as my last day. Since my partner and I have decided to live in the province to focus on building our business. Even though I will miss my work with the team.

Thank you so much for the opportunity to work in this position for almost 6 months with MIS Department. I have greatly enjoyed and appreciated the opportunities I've had to be an IT Specialist, and I have learned that being in the industry requires you to give and take as it may help you or your colleagues in many ways, all of which I will take with me throughout my career.

If I can be of any assistance during the transition period, please let me know. I wish the company the very best going forward.

Sincerely,

*Er. June*  
John Rayniel L. De Leon  
IT Specialist

*Marjorie 6/30/2021*  
MARJORIE DAMES

*Arnel E. Endaya 6/28/21*  
ARNEL E. ENDAYA

