



MEMORANDUM

TO : NOEL L. BONGAPAT
Messenger/Collector, Finance and Insurance Department

FROM : HR MANAGER

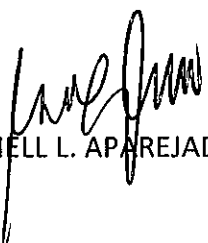
SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : November 18, 2021

Your resignation as Messenger/Collector under Finance and Insurance Department of Global City Auto Sales, Inc. is hereby accepted effective November 18, 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

cc : HRD-201 File