



## MEMORANDUM

TO : Tacsuan, Darren Keiven  
Sales Executive, Sales Department

FROM : HR MANAGER

SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : October 22, 2021

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Your resignation as Sales Executive under the Sales Department of Zoomhub, Inc. - MG Marikina is hereby accepted effective October 22, 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.

  
**DWAN JANELLE MANALAYSAY**

cc: HRD -201 File