

June 18, 2021

Hyundai Pasong Tamo
2290 Chino Roces Ave,
Makati, 1231 Metro Manila

Dear Ma'am Ydlazvie,

Please accept this letter as my formal resignation from Hyundai Pasong Tamo as a Body Repair Admin Assistant effective by the end of the month of June. 20, 2021.

I sincerely apologize for the sudden announcement, however due to unforeseen circumstances I have decided to resign. The reason is, me and my partner will be settling down to the province., we are set to go home by the end of the month. And I have personal matters to take care off.

In terms of my working phase in your organization as a BP Admin, I can assure that I already cleared all my remaining task and complied to everything that needs to be done.

I do acknowledge all of the good deeds you have done for me as well as the knowledge you have instilled and would be forever grateful for all of your help.

In any instance you have concerns about by resignation; you can reach me out personally or through my mobile number and email.

Thank you so much for your understanding in this matter.

Hoping for your kind consideration.

Thank you.

Sincerely,


JANELLA VILLANUEVA

Approved by:


YDLAZVIE DELA TORRE
Service Manager