

September 23, 2021

Ms. Virginia Mangay-Ayam
AVP-Comptrollership

Ms. Rose Anne Banalagay
Accounting Manager

Ms. Kristine Claire Domingo
Accounting Manager

Ms. Jennifer Lynn Fergie Trangia
Accounting Supervisor

Mr. Joseph Alexander Ngo
Accounting Supervisor

Global City Auto Sales, Inc.
Blk15 Ford Global City Building,
Rizal Drive, Crescent Park West,
BGC, Taguig City

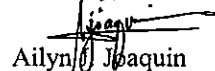
Dear Managers and Supervisors,

Please accept my official notice of resignation as Accounting Assistant effective November 20, 2021. I have decided to settle down for good in our province.

I value the experience I've gained here, and I am grateful for the support of my co-workers and supervisors. Thank you for allowing me to have the opportunity to learn the job and gained skills. The time I've spent with the company provided me a strong foundation for my professional growth.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to help however I can.

Sincerely,


Ailyn Joaquin