



MEMORANDUM

TO :  AIRA D. DELA TORRE
Sales Admin Assistant, Sales Department

FROM : HR MANAGER

SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : November 22, 2021

Your resignation as Sales Admin Assistant under Sales Department of Global Excellence Motors, Inc. is hereby accepted effective December 11, 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