

June 25, 2021

**Janet Tee Ten Go**

Vice President – Treasury

Leading Edge Automobiles Phils., Inc.

MSC Bldg. 2290 Don Chino Roces Ave.,

Ext. Brgy. Magallanes, Makati City

Dear madam,

I would like to humbly inform you that I am resigning from my position as Cashier for Hyundai Pasong Tamo effective ~~July 06, 2021.~~ *July 09, 2021* 

Taking this opportunity too, to thank you and the management for the opportunity you've given me to learn all about cashiering and proper customer service. I have genuinely enjoyed my time with the company and I believe the experience and knowledge that I learned could bring in my future destination. It is my pleasure to work for you. I wish you and the whole Autohub Group continued success.

I am ready to offer any assistance necessary to facilitate the seamless transition of duties and responsibilities to my successor.

Thank you very much for the opportunity to work here.

Sincerely,

  
**Sharon April Mejia**  
Cashier

*\* note :*

*With proper  
turn over - pl.  
Thank you.*



*Noted :  
Received*

