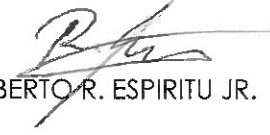




## MEMORANDUM

TO :  ROBERTO R. ESPIRITU JR.  
FROM : HR & ADMIN MANAGER  
SUBJECT : **ACCEPTANCE OF RESIGNATION**  
DATE : SEPTEMBER 30, 2021

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Your resignation as Sales Supervisor of the Global Excellence Motors, - Mitsubishi Valenzuela is hereby accepted effective **September 30, 2021**. Thank you for your valuable contributions to the company.

We wish you success in your future endeavors.

  
MA. CORAZON C. SANTOS  
HR & ADMIN MANAGER

cc: 201 File