



## MEMORANDUM

*J. H. B.* 8/1/2021  
TO : **KRISTEL FILOSOFO**  
LTO Clerk/Contractual  
SUBJECT : **END OF CONTRACT**  
DATE : July 26, 2021

Please be informed that your contractual employment with MGM Motor Trading Inc./Nissan Pasig center as LTO Clerk will end upon close of business hours of **August 1, 2021**.

You are expected to surrender all company-issued properties to your immediate superior for the immediate processing of your Employment Clearance.

Your last salary will be released upon completion of your clearance requirements.

*J. Villanueva*  
**JOCELYN VILLANUEVA**  
HR/Admin Manager

cc: 201 files