



**MEMORANDUM**

TO : CATHERINE V. PALMA  
Ford Guest Experience Manager, FGE Department

FROM : SVP – OPERATIONS / GENERAL MANAGER

SUBJECT : **ACCEPTANCE OF RESIGNATION**

DATE : October 18, 2021

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Your resignation as Ford Guest Experience Manager under FGE Department of Global City Auto Sales, Inc. is hereby accepted effective on October 19, 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.

A handwritten signature in black ink, appearing to read "Danny L. Chua", with a stylized flourish extending from the end of the signature.

DANNY L. CHUA

cc : HRD-201 File