

October 26, 2021

Richie Barrantes
Accounting Manager
Supreme AutozonePhilsInc
324 Ortigas Ave. North Greenhills San Juan

Dear Ma'am Richie,

Please accept this letter as official notification of my resignation from my position as Accounting Assistant of Supreme Autozone Phils Inc- Painthub, effective November 08, 2021. Financial considerations and a desire to further my career compel me to accept a job offer from a company.

I feel deeply indebted to you for skills I have acquired and experience I have gained. My job here has been a great source of personal satisfaction and a foundation from which I have cultivated many irreplaceable ties with co-workers.

To ensure that the transition goes smoothly and to enable my successor to proceed without undue interruption, I will explain all procedures necessary to complete each assignment and task successfully. Please let me know if there is anything else I can do to help make this a smooth transition.

Thank you so much.

Regards,


Diane C. Gapasen
employee

Accepted
Submitted
11/12/21