



## MEMORANDUM

TO : FLORENIA G. LLARENA  
PARTS ADMIN ASSISTANT

FROM : HR MANAGER

SUBJECT : **ACCEPTANCE OF RESIGNATION**


DATE : July 19, 2021

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Your resignation as PARTS ADMIN ASSISTANT under PARTS DEPARTMENT of LEADING EDGE AUTOMOBILES PHILIPPINES INC. is hereby accepted effective July 21, 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.



ROCHELL L. AFAREJADO  
HR MANAGER