



## MEMORANDUM

TO : *CRISTINA R. BADILLO* 9/16/2021  
LTO Clerk/Contractual

SUBJECT : **END OF CONTRACT**

DATE : September 15, 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 **September 26, 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.

*JOCELYN VILLANUEVA*  
**JOCELYN VILLANUEVA**  
HR/Admin Manager

cc: 201 files