

CCL Building, Sta. Lucia St. corner Victoria St., Intramuros, Manila, Philippines 1002

Tel. No.: +63 2 404 0295 to 96 Fax. No.: +63 2 404 0395

DATE: DECEMBER 1,2023

TO: STORE MANAGER

HR-DEPARTMENT LANDMARK MAKATI

FROM: TOCOMS PHIL.INC

RE: RENEWAL LETTER

Dear Sir/Ma'am,

Greetings!

This is to introduce **MR. / MS. GUIA MENODIADO** as Sales Representative handling **TOCOMS PHILS.INC.**, products.

START: December 1,2023

END: Novewmber 30,2024

SCHEDULE: STATIONARY

In connection to this, we would like to request from your good office to provide his/her new ID required by your store.

Thank you for your kind indulgence.

Very truly yours,

Stillannera

Lowela L.Villanueva HR-OFFICER TOCOMS PHILS.INC.