

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,



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