

Friday 17th May 2019

Dear John,

Re: Notice of Resignation

Now that I have attained the age of 60 years old, I think it is time that I retired and took things easier. Therefore I am reluctantly handing in my resignation from my position in the company with effect from May 31st 2019.

Thank you for giving me the opportunity to be of service to the company and I wish you well in the future.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'S. Cosford'.

Sandy Cosford

Merchandiser