



Susan

Head of Operations

Dear Susan,

ACCEPTANCE OF RESIGNATION OF APPOINTMENT

We acknowledge receipt of your letter dated 19-Feb-2020 and have noted your intention to resign your appointment with ABC Group with effect from 26-Feb-2020

Management has accepted your resignation and by a copy of this letter, the Financial Controller will arrange to pay your terminal benefits.

As soon as you obtain a clearance certificate for returning all company properties in your possession to Human Resource Department, the Financial Controller will arrange to pay you as indicated above.

We seize this opportunity to thank you for your past services to the Company and wish you the best of luck in your future endeavours.

SIGNED:

Human Resource Department

ABC Group

