

# Resignation Letter

15 January 2026

To:

Ms. Eleanor Whitmore  
Head of Operations  
Northbridge Solutions Ltd.  
45 Harbor Avenue  
Bristol, BS1 4QA

Dear Ms. Whitmore,

Please accept this letter as formal notice of my resignation from my position as Senior Business Analyst at Northbridge Solutions Ltd., effective 15 February 2026.

This decision was not made lightly. I am grateful for the opportunities I have had to grow professionally and personally during my time with the company. Working alongside such a talented and dedicated team has been a valuable experience, and I sincerely appreciate the support and trust I have received.

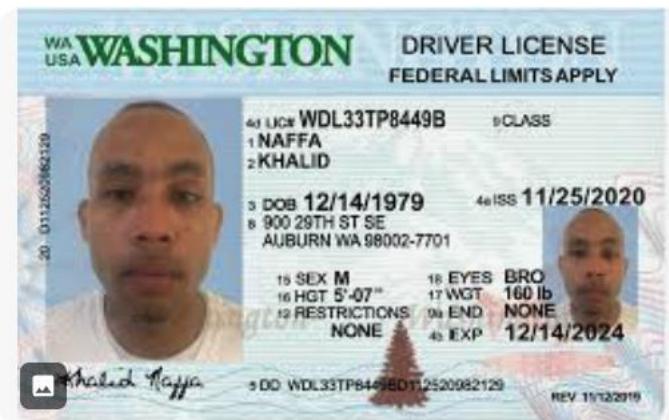
Over the coming weeks, I am committed to ensuring a smooth transition. I will complete my current responsibilities and am happy to assist with knowledge transfer or the handover of

ongoing projects.

Thank you again for the opportunity to be part of Northbridge Solutions Ltd.  
I wish the  
company continued success in the future.

Yours sincerely,

Daniel Harper  
Senior Business Analyst



# Redundancy Notification Letter

20 January 2026

Private and Confidential

To:

Mr. Alex Morgan  
14 Willow Crescent  
Leeds, LS8 3QP

Dear Alex,

We regret to inform you that, following a period of review and consultation, your position of Operations Coordinator at Northbridge Solutions Ltd. has been identified as redundant. This decision is due to organisational restructuring and is not a reflection of your performance.

Your employment with Northbridge Solutions Ltd. will therefore end on 28 February 2026.

In accordance with your contract and applicable employment legislation, you will receive your contractual notice period, together with any outstanding salary, accrued but unused annual leave, and any statutory or contractual redundancy payment to which you are entitled.

We understand that this news may be difficult. You will be invited to a meeting with a member of the management team and Human Resources to discuss the decision in more detail, explain the support available to you, and answer any questions you may have.

We will also provide information regarding career transition support, including guidance on job searching and access to external support services, where applicable.

Thank you for your contribution to Northbridge Solutions Ltd. during your time with us. We appreciate your efforts and wish you every success in your future career.

Yours sincerely,

Eleanor Whitmore  
Head of Operations  
Northbridge Solutions Ltd.

## Pension Enrollment Confirmation

25 January 2026

Private and Confidential

To:

Ms. Sofia Lindström  
22 Birch Lane  
Uppsala, 752 37

Dear Sofia,

We are pleased to confirm your enrollment in the Northbridge Solutions Ltd. Workplace Pension Scheme, effective from 1 February 2026.

Under the scheme, both you and Northbridge Solutions Ltd. will make regular contributions to your pension in accordance with the scheme rules and applicable legislation. Your individual contribution rate and the company contribution rate are outlined in the accompanying pension information pack.

The pension scheme is administered by Aurora Life & Pensions AB. You will receive separate communication from the provider with details on how to access your pension account, review investment options, and manage your personal information.

If you choose to make additional voluntary contributions or wish to review your participation in the scheme, further details are included in the documentation provided.

If you have any questions regarding your pension enrollment, please contact the Human Resources department at [hr@northbridgesolutions.example](mailto:hr@northbridgesolutions.example).

We are pleased to support you in planning for your long-term financial future.

Yours sincerely,

Eleanor Whitmore  
Head of Human Resources  
Northbridge Solutions Ltd.