

21 March 2021

STRICTLY PRIVATE & CONFIDENTIAL

Dear Sir/Madam,

Re: Letter of Reference

I am writing to confirm the reference details requested for Toby Donaldson:

- **Name:** Toby Donaldson
- **Start date of employment:** 9th November 2021
- **End date of employment:** 28th February 2021
- **Position held:** Senior Brand strategist

In accordance with Archetype's normal practice, this reference is given in good faith and in confidence, without legal liability on behalf of the author or Archetype.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

DocuSigned by:

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People Team