



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Verbal Resignation and AWOL

Dean Brightwell
25 Alcott Close
Coventry CV2 3QL

18th March 2019

Dear Dean,

I am writing further to Steve Wright's conversation with you on 14th March 2019 in which you expressed that you would not be returning to work as you had decided to resign.

I would like to take this opportunity to state that the Company did not ask for your resignation, but as a result of our conversation, is under the impression that it is your clear intention to do so. Please note that as per your contract of employment, you are required to submit your resignation in writing.

In the meantime, the company accepts your resignation and will issue your P45 in due course to your home address and pay any outstanding pay and holidays in the next payroll run date.

Yours sincerely

Paul Bennett
Finance Manager

CC JG/DAS/MOB/JH

JMS Specialist Joinery Ltd.
Unit B, Bourne End, Kineton Road, Southam, Warks CV47 0NA
Tel: 01926 813 813 Fax: 01926 812 777
admin@jmsjoineryltd.co.uk www.jmsspecialistjoinery.com

