

173 Church Road
Nuneaton
Warks
CV10 8LQ
14.05.2018

Dear John,

Following on from my verbal notice on Friday, this is confirmation in writing of my weeks notice, with my last day being on the 18th May 2018.
I would like to thank you all for the opportunity you gave me when you first hired me, and it has been an honour to work for the company over the last 9 years.

Yours Sincerely,

Mark Reading Jones

MARK READING JONES

JMS SPECIALIST JOINERY LTD	
14 MAY 2018	
ACTION	COPIES

10
13 - med 3 days
13 days