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| **YOUR NAME** |
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| 16 Pint Rd, Birmingham, B23 7SJ | 07123 646 412 | tina.knowles@gmail.com |
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| 1 August 2023 |
| Tim Horton 12 Excelsior Ln Birmingham B23 7SJ 07123 365 589tim.horton@gmail.com Dear Mr Horton,I am writing to inform you of my decision to retire from my position as IT Manager at IntelliCore, effective 24 October 2023. After much consideration, I have come to the conclusion that it is time for me to begin the next chapter of my life and retire from the workforce.It has been an honor and a privilege to work with such a talented and dedicated team over the past 15 years. I have learned so much from my colleagues and am grateful for the many opportunities that IntelliCore has provided me.During my tenure at IntelliCore, I have seen significant growth and change in the IT industry, and I am proud to have been a part of such a dynamic and innovative company. I have had the privilege of working on many exciting projects, and I am confident that the team will continue to excel.As I prepare to embark on this new phase of my life, I would like to express my sincere gratitude to everyone at IntelliCore for their support, encouragement, and friendship. I will cherish the memories and experiences that I have gained here and look forward to keeping in touch.Thank you again for the opportunity to work with such a fantastic team. I wish you all the very best.Yours sincerely,Tina Knowles**Tina Knowles**  |