Rachel Reynolds

Park Road

Dallas, TX 51320

562-606-2604

rachelreynolds@gmail.com

June 6, 2021

Scott Coltrane

Senior Data Analyst

Goldfinch Limited

Lake Street

Chicago, TX 01242

Dear Mr. Coltrane,

I have accepted an offer from Evergreen Company to be their Executive Data Analyst. I am therefore writing to notify you that I will be officially leaving my Data Analyst position on June 25, 2021.

I have enjoyed working at Goldfinch Limited for the last four years under your supervision. Many thanks for the help and guidance you accorded me ever since I came here.

Please let me know if I can be of any assistance during the transition period.

Sincerely,

Rachel Reynolds