



Dear Secretary

Thank you for letting us know that you would be leaving our clinic within the next weeks to join the new clinic being opened closer to your home and also where you will be the manager. We are very sorry to loose you as an employee but know that we will hopefully have the opportunity to work together at times even at a distance.

You have been an exceptional employee, always prompt, dependable and eager to be of service. Everyone remarks on your wonderful demeanour, your courteous, pleasant, competent, respectful service. You will be sorely missed and hard to replace. Our lost is their gain.

Please accept our most sincere appreciation for your years of service.

S Smiley