



Dear Oil Engineer Foreman

Thank you for letting us know that you would be leaving our employment and your wish to relocate closer to your family. You have shown yourself to be excellent at directing crews, you work very well with many different trades. Your organization skills are evident and your co foreman has always been highly complimentary at how well you leave all of the required documentation. Staff turnover has been much less since you came on board. It is obvious that you have created an excellent work climate and the days without accident has helped the company be recognized for its safety and security performance. We will miss you but understand and appreciate your decision.

Please accept this small token as tangible evidence of our appreciation.

S. Safety