August 15, 2010

Dear Ian Petterson:

This is to confirm the receipt of your resignation letter received last August 1, 2010 manifesting your intent to resign from the company.

We have thoroughly read your reasons behind your decision, and we already talked to your immediate supervisor on this matter.

We understand your reasons for leaving, and we would like to thank you for your commitment and service to the company.

We hope that you will succeed in your future endeavors.

Sincerely,

Mary Anderson

Human Resource Manager