David Carter

Address London, United Kingdom Contact example@cvmaker.uk +44 79 4434 5514

BT Group plc Mr. Edward Thompson

1 July 2025

Dear Mr. Thompson,

I hope this message finds you well. After considerable thought, I have decided to take early retirement and will be resigning from my position as Senior Project Manager at BT Group plc, with my final working day being 30th November 2025.

It has been a privilege to spend the last 22 years contributing to BT's growth and innovation. I am deeply grateful for the opportunities, support, and professional development I've experienced during my time here. Working with such a talented and dedicated team has been one of the highlights of my career.

Over the next few weeks, I will do everything possible to ensure a smooth transition, including supporting the handover of my current projects and assisting in onboarding my successor.

Thank you once again for your understanding and support as I enter this new chapter of life.

Warm regards, David Carter