



Olivia De Miceli <bpmcontractingservices003@gmail.com>

Acknowledgement of resignation

2 messages

Olivia De Miceli <olivia.demiceli@bpm-cs.co.uk>

7 July 2025 at 12:08

To: tomcorbidge@hotmail.com

Cc: Peter Guerrini <peterguerrinibpm@gmail.com>, Chris Kille <chris.kille@bpm-cs.co.uk>

Hi Tom,

I'm sorry to hear you're moving on! Congratulations on your job offer, however.

You have 3 days of annual leave left, which could be used to bring your last day forward to the 22nd.

Saying that, I appreciate you might not want to finish on a Tuesday, so if you'd like to bring your last day forward to the 18th, and use your 3 days of annual leave on 21st, 22nd & 23rd, then that's also fine.

Please let me know if you'd like to go with this arrangement.

Any other questions, just let me know.

Kind regards,
Olivia

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**Olivia De Miceli, She/Her**

Business & HR Manager
07586259802
bpm-cs.co.uk

**Olivia De Miceli** <olivia.demiceli@bpm-cs.co.uk>

7 July 2025 at 14:31

To: tomcorbidge@hotmail.com

Cc: Peter Guerrini <peterguerrinibpm@gmail.com>, Chris Kille <chris.kille@bpm-cs.co.uk>

Hi Tom,

To confirm what we've discussed on WhatsApp, we'll book your annual leave from 23rd to 25th of July, making July 22nd your last working day. Your last day of service, however, is July 25th.

Please liaise with Pete to make sure any PPE, uniform and ID card is dropped off on your last day before you head home.

Best wishes,
Olivia

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