

April 7, 2023

**To:** Richard Shively

**From:** Danny Ducote

**RE:** Resignation of Employment

Please accept this letter as my official resignation as Account Manager of Thomas Bus Texas. My last day of employment would be effective today, Friday April 7, 2023.

I understand it is customary to give a minimum of two weeks' notice; however, due to circumstances and the opportunity that have been presented to me, it is imperative for me to make the transition immediately.

Upon the completion of my day, I will be returning the following to Thomas Bus Texas:

- Laptop and Charger
- Gate Key
- Building Key

These are the only items that have been assigned to me and are being returned along with this resignation letter.

It has been a pleasure working with Thomas Bus Texas, but the time has come to part ways and for me to seek other endeavors.

Sincerely,

Danny Ducote