



West Yoke, Michaels Lane, Ash, Sevenoaks Kent TN15 7EP.  
Phone: 01474 879858 Fax: 01474 874143

## Internal Memo

**To:** All Staff

**From:** Nicki Sims, HR/ PA to Liam Raftery, Managing Director

**Date:** 22<sup>nd</sup> March 2010

**Subject:** Joe Flower – Ash Office

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Dear all,

I am delighted to advise you all that Joe Flower has now completed his Apprenticeship with Accord and with effect from 1<sup>st</sup> April 2010 is joining Service Department as Service only Engineer.

I would like to take this opportunity of congratulating Joe on this achievement and I'm sure you would like to join me in wishing him every success in his new position.

Kind regards

A handwritten signature in black ink that reads "Nicki".

Nicki





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**Date:** 22<sup>nd</sup> March 2010

**Subject:** Mike Flynn – Ash Office

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Dear all,

I am writing to advise you all that Mike Flynn is retiring from the company on Friday 26 March 2010 after six years service.

Mike has been a very formidable employee and will be missed by all his colleagues in the Ash, Midlands and Northern offices.

I am sure you would like to join me in wishing him every happiness in his forthcoming and very deserving retirement.

Kind regards

  
Nicki

