

Megan Nguyen

88 Eighth Avenue
Darwin NT 0820
Tel: 0400 000 000

[date]

Ms Claire Barnes

Chief Executive Officer
Barnes Ltd
3 West Street
Darwin NT 0820

Dear Ms Barnes

I wish to formally notify you that I am resigning from my position as Senior Administration Officer with Barnes Ltd. My last day of employment will be 19 September 2014 as per my obligations under the terms of my employment contract.

I appreciate the opportunities I have been given at Barnes Ltd and your professional guidance and support. I wish you and the company success in the future.

Yours sincerely

[sign here]

Megan Nguyen