

Dave Young
655 Upper Scotch Line Rd
Perth, ON K7H 3C5

September 25, 2019

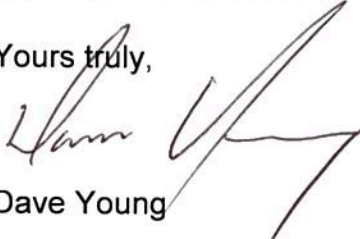
Diane Smithson,
Chief Administrative Officer,
Town of Carleton Place,
175 Bridge Street,
Carleton Place, ON K7C 2V8

Dear Diane:

Further to our conversation, please accept this as confirmation that I plan on retiring from my position as Director of Public Works for the Town of Carleton Place effective April 30, 2020. I am also planning on using the remaining holidays and/or banked time leading up to this date so I would anticipate being out of the office around mid-April.

I hope that this is helpful in terms of the planning process for the future and as I have indicated I will gladly provide any assistance I can to make the transition to my successor a smooth one.

Yours truly,

A handwritten signature in black ink, appearing to read 'Dave Young', written over a horizontal line.

Dave Young