

William Josef Gaudette

[PERSONAL CONTACT INFO REDACTED]

August 22nd 2017

Ulster Savings Bank
180 Schwenk Drive
Kingston, NY 12401

To whom it may concern:

I am writing to inform you that I am resigning from my position as a System Administrator for Ulster Savings Bank, effective September 5th 2017.

Thank you for the opportunities that you have provided for personal and professional development over the past two years. I have enjoyed and appreciated the support I have received during my time at the company.

Due to the sensitive nature of my position, I would like to request that I receive confirmation once bank policies and procedures have been followed. This should include but not be limited to changing any shared administrator account passwords to limit any liability I may incur due to a potential future breach of security.

If possible, I would also like to request an exit interview with [REDACTED], the CEO depending on his availability.

Sincerely,

William Josef Gaudette