

**Other Document Form**

Number

1304

Title SAME PARVIN made redundant  
(Include source and any document number if relevant)

Receivers instructions urgent action Yes / No \_\_\_\_\_

Document registered / indexed as indicated

No(s) of actions raised

Statement readers instructions

Indexed as indicated

No(s) of actions raised

Examined - further action to be taken

Further actions no(s)

When satisfied all action raised Office Manager to endorse other Document Master Number Form.

Receiver			
Code A			
		O/M	SIO
Indexer			

**Code A**

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**From:** Jane Parvin - Director of HR & Learning [jane.parvin@ports.nhs.uk]  
**Sent:** 13 July 2005 10:18  
**To:** **Code A**  
**Cc:** **Code A** - Personal Assistant; Denise Farmer - Director of HR & Learning

Dear **Code A**

I wanted to let you know that my post is being made redundant and I will no longer be in my current role from the 15th July.

Your key contact will remain **Code A** who will liaise with Denise Farmer Director of HR & Learning.

I wish you well in the investigation which hopefully for all concerned is drawing to a conclusion.

regards

Jane Parvin  
Director of HR & Learning

**Code A**

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