

December 12, 2019.

To whom it may concern:

**Carolyn Ekins**

Carolyn was employed in our business from 14<sup>th</sup> September 2014 to 31<sup>st</sup> December 2019.

She held the position of our Digital Media Coordinator. In this role she was responsible for the development & management of all our internal & external digital media presence, including websites and social hubs. She also managed the production and maintenance of all paper literature, marketing material, brochures and internal publications.

Along with this role she was elected one of our Employee Representative, which was a role she excelled in. This role, as an employee-owned business, was to ensure that the opinions of the employee shareholders were consolidated and discuss at Board meetings.

As part of the management team she was involved in period meetings and contributed significantly to debates and the decision-making. She was also very active in the social side of our busy, and lived our company values.

Carolyn was an asset to our organisation, driving for perfection and delivering significant improvements. She was always committed in ensuring the job got done.

Currently our business is in the process of merging with our largest customer, and despite being offered several opportunities with the new business Carolyn has decided to look for her next role.

She would add value to any company, and I recommend her for any endeavor she chooses to pursue.

Should you have any further questions please do not hesitate to contact me.

Yours sincerely

M Godhard – Managing Director  
**PMS DIECASTING LTD**

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