

Tonya Williams

Retirement letter

Dear Emily,

I hope this letter finds you well. After much consideration, I have decided to formally announce my retirement, effective December 31, 2024. This decision was not an easy one, but after 25 years with Bright Horizons Inc., I feel it is time to begin the next chapter of my life.

I want to express my sincere gratitude for the support, opportunities, and friendships I have enjoyed throughout my time here. Working at Bright Horizons has been a rewarding experience, and I am proud of what we have accomplished together. I have particularly appreciated the chance to work with such talented and dedicated colleagues, especially during the launch of our new client service platform in 2018, which was a highlight of my career.

As I transition into retirement, I am more than willing to help with the transition process and ensure a smooth handover of my responsibilities. Please let me know how I can assist in this process in the coming months.

Thank you again for everything, and I look forward to staying in touch with my Bright Horizons family.

Sincerely,

Tonya Williams

To

Bright Horizons Inc.

From

Tonya Williams

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