

Email

FROM: Paul Keys, Director Sales and Marketing
TO: Marg Jessop, Director Human Resources
SUBJECT: FW: Resignation of Jasmine Jones

For your info, as I mentioned in the voicemail I left for you. This is very unfortunate as she is a valuable team member. It will be interesting to see what other information we get in an exit interview.

Paul

FROM: Jasmine Jones, Marketing Consultant
TO: Paul Keys, Director Sales and Marketing
SUBJECT: Resignation

Dear Paul

It is with regret that I tender my resignation from John Readings.

I have genuine regret about leaving, but circumstances are such that I believe I have no other option but to take up a position with BooksAPlenty (BAP). I say no option because I feel it is better for me to leave for the sake of my health and peace of mind.

My time here has been very rewarding, and I will miss the many friends I have made in the time I have been employed. I wish all my colleagues the best in their futures.

Yours sincerely,

Jasmine Jones

