# *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