

Japan JobCom

8-2-6 Yoyogi, Shibuya-ku

Tokyo, Japan 135-2200

Phone: (81)3-xxxx-xxxx / Fax: (81)3-xxxx-xxxx

March 13, 2013

Mr. Michael Anderson
New Careers
689 Pine Street
San Francisco, CA
52013 USA

Dear Mr. Anderson:

I hope things are well with you. I am writing to inform you that as of March 1 I have been reassigned to our company's Osaka branch.

I would like to express my appreciation for the kindness and support you showed me while I was working at our main office. It was a valuable experience being able to work with you. I hope you will continue to allow me the same guidance and encouragement that you have shown me so far.

Accordingly, I am pleased to advise you that as of today, Ken Nakata is taking over responsibility as contact person for your company. I am confident that Ken is well qualified to work with you without difficulty, but at times he may require some help and patience. However, I trust that you will extend to him the same assistance that you so kindly extended to me.

Notice of Reassignment

New place of work: Japan JobCom, Osaka branch
Sales division
3-89-2 Midorimachi, Osaka-shi, Naniwa-ku,
Osaka, 556-0029
Phone: (81)6-xxxx-xxxx / Fax: (81)6-xxxx-xxxx
E-mail: satoko.iida@jobcom.co.jp

Sincerely yours,



Satoko Iida
Japan JobCom