**Job Transfer Letter**

To,

Gary Owen

Senior Manager,

Timeless Group Company

51 Eastern Lane, Washington DC

November 6, 2011

Subject: Notice for job transfer

Dear Mr. Owen,

I am writing this letter to inform you that you will be transferred to a new job position within the company which will have some new and additional responsibilities. This is in line with our company’s reorganization as you are aware of, so that we can maximize our production and reach out to a larger market.

You will be now reporting to the sales team as a marketing manager and this new role will be effective December 1, 2011. Everything else related to compensation and benefits remains the same. Your orientation with the new team and job responsibilities will be held next week. Please see me at my office if you want to discuss anything about these new changes.

With best regards,

Yours truly,

Alison Murrow

Head, HR Department

Timeless Group Company