

## New Office Manager

Dear KPW team,

I am pleased to announce our new office manager, Ashley Smith. Ashley comes to us with a wealth of experience in accounting, office management, and customer service. She has a bachelor's degree in accounting and a master's degree in business administration. She has also worked as a tax accountant, accounts payable manager, accounts receivable manager, and office manager for other businesses.

In her previous role, Ashley was responsible for overseeing all aspects of the office, including:

- Managing the office budget
- Hiring and managing staff
- Overseeing the accounting process
- Providing customer service
- Maintaining office records

Ashley is a highly organized and efficient individual with a strong attention to detail. She is a highly motivated and results-oriented individual who is passionate about providing excellent customer service.

I would also like to thank Mary Philpott for her dedication and hard work as our previous office manager. She has done an excellent job of bringing the office from chaos to organized. Mary is now taking on a new challenging position in Marketing. I am confident that Ashley will build on Mary's success and take the office to the next level.

Please join me in welcoming Ashley to the KPW Services team, and Mary good luck in her new position. I look forward to working with both of them to achieve our goals.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Trela', with a stylized flourish at the end.

Mike Trela - Treasurer