

## Notice of Send-off Party

November 9, 2012

Dear All:

I would like to invite you all to the send-off party for Mr. Tadashi Sato, sales manager, who is leaving our office as of December 7. Mr. Sato has been a dedicated employee of our company for 30 years. It will be a huge loss that we will no longer have such an experienced sales staff with strong leadership working here. After retirement, Mr. Sato will open a café in Yokohama, making his long-cherished dream come true.

To express our appreciation and to celebrate his new start, we would like to have a send-off party for him. We hope you all can join us (details below).

### Details

Date and time: December 7, 2012 (Friday) from 6:00 p.m.

Location: Gonbe (Japanese restaurant)  
X-X-X Shinjuku, Shinjuku-ku, Tokyo  
Tel: 03-xxxx-xxxx  
(See the attached map.)

Charge: ¥3,000 per person  
(Please pay the event director at the party.)

\*In order to make preparations, we ask that you RSVP by e-mail or phone by **December 3.**

Event Director: Shintaro Wada (Sales)  
E-mail: s.wada@jkb.co.jp  
Phone: 03-xxxx-xxxx