

Mr William TAYLOR
Flat 7
Fairview
73 Newington Road
EDINBURGH
EH9 1QW

Mr Mark JONES
Flat 16
Greenacres
314 Oxford Street
LONDON
W1 2QJ

09 December 2014

Dear Mr JONES,

Fashion Accessories Design Team

I was hoping to talk to you some time soon regarding our accessories team.

As you know Frank is scheduled to be leaving us within one month and as discussed with you previously I think he would be a great asset to the team should there be budget for his position as a design assistant.

I feel Frank's strengths lie in the following areas:

- . Seasonal research (that I thought could be helpful to you and the whole design team also)
- . Presentation work
- . Frank has a great eye for seeing things in a new way and has a natural, quiet effortless talent for designing.

He still needs to develop more technical skills but that is coming along as it did with Louis Vuitton in the early days.

As discussed previously, I feel Frank's position would best be suited to Men's Accessories and he could work on the total package that is bags, shoes, leather goods, and soft accessories liaising with you and I and design teams also.

I feel Frank would wholeheartedly take on this project and since he is extremely meticulous, think he would really nurture this area.

Frank has gained the respect of Isabel from the buyers department already and I think he could be a good, mature member of the design team.

Could we discuss this sometime in the near future?

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William TAYLOR