



December 9th, 2022

To Whom It May Concern,

I am writing to inform you that _____ must be excused from all duties and responsibilities pertaining to their employment with your organization on the following 2023 dates as part of their participation in the COMMA continuing education and advanced leadership program at Hallett Motor Racing Circuit:

1. March 17-19
2. April 28-30
3. June 9-11
4. July 14-16
5. August 11-13
6. September 15-17
7. October 27-29

The circumstances regarding their absence involve negotiating high and low speed changes in direction, complex mechanics, intense team building skills, character development, decision-making under pressure, strategic planning, detail orientation, and dispositional resilience. Their ability to lead and successfully manage dynamic environments will be tested continuously against competitors and themselves.

As a result of their increased performance and value to your organization and society in general, please consider increasing their compensation and benefits commensurately (i.e. salary, bonuses, personal parking space, bathroom for life, building naming rights, etc.). Should you have any questions or need more details, please visit www.hallettracing.net.

Best regards,

Hallett Motor Racing Circuit