

I feel after [REDACTED] of being a traveling assistant, it's time to redefine my role. I understand that it's best for you if I continue to travel since I have had the privilege of doing so for many years; however I need to start looking forward. As grateful as I am for the many years that I have traveled with you and all of the experiences that I never would have had without you—I am at a point, where I want to channel the confidence and life experience that I built with working with you into something that I can call my own. I believe the past [REDACTED] have been a good introduction/test period for how things can be structured going forward. I would like to step out of the traveling assistant role and be more of a managing figure for the future traveling assistants ([REDACTED]) as well as the NY and PB staff. I would continue to handle any household/personal projects for you either from NY or remotely. I am fully confident that I can help train, manage and oversee the other assistants who will travel with you, knowing that you will be in good hands. Despite your trip to California in August, I feel this has worked out relatively well in the past [REDACTED]. I would love to get a better understanding of what expectations were not met and where I can coach [REDACTED] to better anticipate and satisfy yours needs.

However, I do think that the more trips a new travel assistant takes, the better and more natural they will be at it. [REDACTED] has a great handle on what needs to be done on these trips and we can start training [REDACTED] to have more responsibility if you want her to take on this type of role. I can put together a manual for travel for different circumstances; your homes, domestic destinations, foreign countries, etc. The manual would cover everything they need to think about, be aware of, be prepared for, and of course I am always available to help guide them anytime.

Considering the timing of the upcoming Europe/Africa trip, and my planned absence from it; I propose to continue on as we have the past few months and begin right away with [REDACTED] as the main traveling assistants. If you feel in [REDACTED] it doesn't seem to be working out, we can reevaluate the situation.

I very much want to grow as a person, to challenge myself and accomplish something on my own. You are family to me and I have cherished the time that I have been by your side but now I need to devote some time to focusing on more personal endeavors such as a home accessories line, custom back gammon boards, [REDACTED] with [REDACTED], etc. but still being an asset to you. You are a life mentor to me. I have always looked to you for advice and you have always had my best interests at heart; something that I hope will never change.

[REDACTED] responsibilities will include:

- Manage NY and PB staff
- Handle any house projects; interior design, Photoshop and printing photographs
- Sourcing and purchasing items for houses
- Sourcing and purchasing JE personal items, gifts to others from JE..
- Manage NY guest apartments at 301
- Study and become a NY notary
- Take care of any research/sourcing projects
- Help organize all travel; book flights, cars, organize staff, chef, and others traveling with you
- Flower arrangements for 71st

[REDACTED] responsibilities will include:

Being your main travel assistant

Looking after your personal and immediate needs

Helping with 301 apts when needed(until we get a proper person to clean; currently [REDACTED] has been handling arranging cleaning services, getting laundry to and from cleaners, etc)

Make travel arrangements, book tickets, cars, etc..

Printing photos

Shopping, running errands...

[REDACTED] responsibilities will include:

Being a travel assistant

She can be very helpful in Paris since she can speak French

Looking after your personal and immediate needs; she is proving to be very good at this (facials, exercise, ginger drink, etc..)

Helping with errands in NY