SB

Salma Bennani

MARRAKECH, MOROCCO • SALMA.BENNANI@EXAMPLE.COM

29 DECEMBER 2026

Mr Youssef Alaoui
General Manager, Riad Atlas Hotel
Marrakech

Dear Mr Alaoui,

Please accept this letter as notice of my resignation from my position as Front Office Supervisor at Riad Atlas Hotel. My last working day will be Friday 29 January 2027, one month from today.

Thank you for the four years I have spent here, and especially for trusting me to open the new reception desk in 2024. It taught me more about running a team than any course could have.

Before I leave, I will finish the staff rota for the winter season and train Hind on the booking system, so that the desk runs smoothly from the first week of February. Please let me know if there is anything else you would like me to complete.

With best wishes,

Salma Bennani

WRITTEN WITH HUMANPROSE