

December 20, 2011

*Via Hand Delivery*

Dear Ms. Jamae Kawauchi,

I am writing to inform you that I have accepted an intergovernmental movement position at the County of Kaua'i Elections Division. It will be a demotional Temporary Elections Clerk position. To help ensure a smooth transition I will commit another 20 days of work with the County of Hawaii Elections Division. To avoid a break in service, I plan for Sunday, January 8, 2012 being my last day of employment with the County of Hawaii Elections Division and Monday, January 9, 2012 to be my start date at the County of Kaua'i Elections Division. I would like to initiate an intergovernmental form to complete my transfer. I humbly ask for your support throughout this transition.

If you have any questions, please contact me at 961-8982.

Sincerely,



Shyla M. Ayau

cc: Pat Nakamoto, Elections Administrator  
Sharon Takata, Temporary Human Resource Technician (Office of the County Clerk)  
Michelle Simmons, Human Resource Technician (County of Hawaii)

**EXHIBIT "3."**