

Doha, January 4, 2021

To: Luna Design LLC  
Attn. Alicia Perez

Subject: Internal procedures LunaDesign - Salary deduction

Hereby I would I would like to express my strong disagreement with the deduction of my salary for the following reasons:

1. For 8 years I have been a Manager (with unlimited Power in the Article of Association) and Director and Sells Manager of Luna Design company, and I always had absolute freedom to organize my own working agenda by myself without reporting to anybody about it. This was not awarded exclusively to me, but to all the managers in the company. This was the standard practice for all managers.
2. I complied with all my responsibilities and fulfilled my role in the company, acting at all times with the utmost professionally and dedication.
3. Luna Design never had an internal procedure or internal policy requiring the Partners and Managers to log-in & log-out in the office.
4. Should an individual manager decided to implement new procedures affecting the reporting times of managers, these procedures should have been published and approved by partners and the Ministry of Labor. I was never informed, and I never signed any of this and, therefore, there was no procedure validated to the day I left the company.
5. At no time in 8 years, I was supposed to report to you regarding my meetings with clients or suppliers, or visit to sites, as you were not supposed to report to me.
6. I have always been devoted to my work, always preserving the interest of the company I founded, and everyone involved on it directly or indirectly (partners, managers, employees, clients, suppliers and others....). I always behaved with professionally, maturity, and rationality in order to reach the highest standards for the company.

Sincerely,

Maria Aranzazu Castellanos