

Dear Sales Representative,

Although I'm sure you've heard it on the grapevine I must formally advise you that the Board of Directors has decided to accept the offer from the Harrington chain to buy out Elite's stockholders.

The Elite line will appear in specialty boutiques opening in twenty of Harrington's stores this spring. We here at Elite know that this came about partly due to your talent and energy in promoting us when we were almost unknown. Of course all present functions of management, sales, and marketing will be downsized so, ironically, it seems you've worked yourself out of a job.

Your layoff will be effective three weeks from today, but I am pleased to tell you that the Board has approved one last performance bonus which we hope will ease the transition to your next position. It has been a pleasure to have you on our team, and we feel confident that you will do well in whatever you undertake. Thank you, and good luck.

Sincerely,

Cynthia Pippy

Vice-President