



Dear Translator,

I am sorry to inform you that due to cost-cutting directives from our Board of Directors, Futura is downsizing and will no longer be able to maintain a full-time translator on staff.

Your layoff will be effective three weeks from today. This in no way reflects your service record with us, which has been excellent. I'm sure you have been told many times how well received your translations have been by our clients. From here on we will be contracting out translation projects. If you would be interested in taking some of these contracts we would be pleased to do business with you soon.

Best of luck to you,

Stanley Freidman

Promotions Manager