



Dear Sales Assistant,

Futura is presently restructuring its entire sales department and setting up branch sales offices in Europe and Asia. From now on visiting sales teams will be assisted by the branch office staffs, as they have an obvious advantage with local contacts and language.

Unfortunately, your position will be terminated one month from today. This in no way reflects your record here, which has been excellent—you've come a long way in the time you've spent with Futura. I know you've got a great future in Sales ahead of you. I will be pleased to give you a reference if you need it.

Good Luck!

Diane Plummer

Sales Manager