



ZENITH
Environmental
Research and
Consulting

888 Scott St., Francisco County

DEAR LABORATORY ASSISTANT,

I am sorry to inform you that changing technology has reduced our need for lab assistants. We will have to terminate your position one month from today. New equipment will soon be in place in our labs which does most routine work almost automatically, and is very cost-effective, so we feel we have no choice.

Your record here has been excellent and I know that you are about to complete your Bachelor's Degree in Microbiology, so I think your prospects are quite good. If there is anything I can do to help please let me know.

Sincerely,

Deidre Franceaux