

DEAR PRODUCT TESTER,

When we opened this new facility we moved the product test laboratory lock, stock, and barrel from our old plant. We are now in a position to completely renovate our product testing department and up-grade to state-of-the-art equipment. Regrettably, this technological change will reduce our personnel requirements and we must terminate your position three weeks from today.

Your service record has been excellent, and your associates here will miss you. I'm sure that your communications skills and general knowledge will stand you in good stead. We will certainly be pleased to recommend you highly. Good Luck!

Jesse Dalton
Personnel Department