



Dear Production Co-Ordinator,

I know that you were hoping to manage our next project and you have certainly earned the opportunity, but I'm afraid that it's not going to happen this time. The Quark project is finishing ahead of schedule so Robin Turner will be free to take on the next one.

I know it's frustrating for someone with your personal initiative, but your chance will come. I hope you'll stay with us, but I expect you will soon find something more challenging. I'll certainly give you a good reference. Let me know what you decide.

Sincerely,

DONALD FERRY

President