

Dear Library Technician,

I am sorry to inform you that you will be laid off one month from today. We are being restructured by the Public Libraries Board and from now on Library Technicians will be co-op library science students on work terms. This is unfortunate from our point of view, but the alternative was to cut into the budget for new books.

All the staff here will miss you and your archival expertise. We know you will be receiving your Master's Degree in Archival Studies soon and we all want to congratulate you and wish you the best of luck. You can certainly count on me for a reference if you need one.

Sincerely,

Heather Scott

Chief Librarian