



Dear Secretary;

The writing was on the wall-we are being downsized! We all knew that few positions had access to your kind of support though we know it is very necessary and I feel we couldn't have done without you. As you are aware we are now expected to prepare most of our won documents and the rest of the work is being sent out to a sub contractor. Your written communication skills your computer skills and your people skills will be missed. Your position is being terminated as of two weeks today.

The list of available position available through our board is now posted. The fact that you recently completed your online upgrading program offered by the college should assist you in securing the much sought after school jobs.

I will happily provide you with a reference and in facilitating your transition. Do let us know how we can help.

J. Write, Administrative Assitant