



Dear Organic Food inspector;

I am sorry to inform you that the Federal Government program under which your position was funded has been terminated thus requiring that we terminate your position one month from today. You have brought much to the department. Your friendly thorough approach when dealing with food producers was very much appreciated. You did your work efficiently, documented your findings well and your written reports were clear and concise. We will be happy to provide you with a reference and to recommend you highly.

Best wishes in your future work.

S Sorry, Department Manager