



Dear Air Quality Technician:

I'm sure you have heard it on the grapevine, but this is to confirm that we will be downsizing and all staff in the Air Quality Division will be laid off effective two weeks from today. We took a terrible beating in the legal decision rendered two weeks ago and we are going to have to cut a lot of the discretionary spending.

The work performed by your division will have to be contracted out when absolutely necessary. We would certainly be happy if you were able to work with us in that capacity with you knowing how uncertain the work will be. Your work with us was first class, and the team you built was definitely the most productive and cost effective. If you should ever need a reference you can certainly count on me.

Best of luck to you.

Sincerely,

H Heath. Managing Director