

Imagine that YOU are Aaron Feuerstein. Due to the difficult financial challenges, Malden Mills must now downsize its workforce. Your task is to write a **formal business communication letter** to one particular employee informing them that you can no longer continue to employ them within the company.

Using the proper "Successful Approach" to writing business communication letters, write a letter to the employee utilizing the **FOUR (4)** correct parts:

Dear Mrs. Jackson,

It is ~~great~~ with great ~~sadness~~ sadness, that I am writing this letter to you in such unprecedented and difficult times.

As you know, our beloved Malden mills has burned down completely and has put everyone who works here in extremely difficult position, financial/situations. Malden mills itself is facing an enormous financial struggle. as it is bearing a debt on an enormous level.

Due to these numerous financial difficulties, it is with heavy heart that we are informing you that we must let go of our valued employees. Rest assured, that you will be paid your full wages for 90 days, 180 days for benefits, and will also leave with our Malden mills severance package.

You have been an incredibly valued part of our organization, and we will miss you so very dearly and hope that one day when Malden mills is rebuilt, to once again employ you here.

Sincerely,

Aaron Feuerstein,