

To: Mark Johnson

CC:

BCC:

Subject: Thingamabob Graphic Designing Team.

Dear Mark Johnson.

As the Graphic Designing Team Manager, I appreciate your contribution to our work performance during your time of employment. Nevertheless, Thingamabob, Inc. is suffering from economic difficulties due to the current global pandemic COVID-19. After two months striving to seek for solutions to cut down the cost; however, the outcome resulted in no profitability.

Due to this challenging time, loss in the company's budget is inevitable that we have no choice but to prioritize our maintenance in the rate of profits. Salary payment for each team is now unsustainable and we could no longer afford to pay for all our employees, especially for positions that demand higher payment like yours. Therefore, we have reached our final decision in evaluating personnel costs and reducing the number of members in each team by 50%. With my deepest regret, I must notify you that your current position will have to be removed by the end of next month.

We truly apologize and hope you understand our policy during this hard time. In return, we promise to provide you the benefits you need for your separation. Our Human Resources representatives will assist you in searching and applying for your new job, or reviewing your resume.

Thank you for your concern.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gia Dao', with a stylized flourish at the end.

Gia Dao.

Graphic Designing Team Manager, Thingamabob, Inc.

701 S.Nedderman Dr.

(972)-201-5719