

Approaching the staff:

I would like to inform you that the company management has decided to terminate the staffs because of having limited budget plan. As we know you are the best staff of our company but unfortunately, we have to take the decision of your dismissal. If in future we have increased our budget, we will inform you to join again.

Thank you for your dedication and hard work. I wish you all for your success and good health.

To make up the revenue

- Should determine the goals.
- Use effective marketing strategies.
- Identify the problem clearly.