

Mr. David Dale,

Marketing Manager,

SVS solutions,

United Kingdom.

Mr. David Dale,

We feel very sorry to inform you that you have been terminated from this company for your poor performance. The committee has taken the decision to terminate employees whose performance is poor for the past 6 months and the chart listed accordingly ranks you among the last.

Your performance was consistently low for the past 8 months; consequently the orders have gone down to the 52 week low, which is a really depressive graph to look at with a person like you heading the marketing team. Hence you are held responsible for the current situation and you are being relieved from your services. Your due salary will be accounted by the corresponding staff and you can collect it from the accountant in the evening. Thank you for your services rendered for the company.

Thanking you.

Sincerely,

The Board of directors.

SVS solutions,