

Minuteman Press



Dear Adrienne:

We regret to inform you that as of the above date we are no longer able to keep you in our employ.

The recent downturn in business has made it impossible for us to continue to maintain a staff. Please understand this situation is solely a matter of economics—it has nothing whatsoever to do with your ability or performance.

On the contrary, your creative ability, performance, work habits, reliability, etc. have all been excellent, as indicated by the very positive comments from satisfied clients and coworkers who have benefited from your efforts.

I would recommend you for employment at another firm without hesitation. In fact, I would re-hire you tomorrow if I was able—and I believe that is the highest reference I could give you.

While I am reluctant to publish my private contact information, *you* may contact me for personal references on an individual basis at any time—I will make or receive phone calls or provide letters, etc. upon your request.

I wish you the very best of everything in all you endeavor.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Michael Frenda'.

Michael Frenda

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