August 15, 2018

Mr. Kevin Clover
Marketing Manager
Pokemon Company International
63 Ventura Boulevard
Woodland Hills, CA 82946

Dear Mr. Clover:

It was not an easy decision to terminate your contract as Marketing Manager at Pokemon Company International; regrettably, we have no choice but to take this action. As you know, economic conditions in the gaming industry are not favorable for the company anymore and we have had to significantly cut down our costs. It is also unfortunate that your position has been made redundant as we feel that the marketing efforts we will need in future are not much detailed.

As per the contract that you signed at the beginning of your employment with Pokemon Company International, you are entitled to severance pay for each year that you have worked here. This means that you will be entitled to 10 weeks’ pay (since you have worked with us for 10 years) at the end of December which is the time we have decided to end all existing contracts.

The decision to terminate your contract does not reflect on the quality of your work. You have been an outstanding employee and we would like to acknowledge your immense contribution to the company. Please contact Mr. Mason Corpus (Manager HR) for any further information that you will need for a smooth transition. We wish you the best of luck in finding a suitable job.

Regards,

Herbert Collins
Director Human Resources
Pokemon Company International
Tel: (333) 333-3333
Email: