August 27, 2015

William Staffer  
Address Line 1  
Address Line 2  
USA-5000

**Dear William,**

We are very sorry to inform you that we are compelled to close this Branch office on account of unhealthy competition in the market. So, we are not requiring your services any more. We are sorry that circumstances make it necessary for us to ask you to leave us. You will of course by be entitled to six month’s salary as retrenchment allowance. We wish you all success for the future.

Thank you

Yours faithfully,  
Md. Shariful Haq