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https://www.100test.com/kao_ti2020/150/2021_2022_BEC_E8_80_83_E8_AF_95_E5_c85_150722.htm Terminating Engagement 2. 辞

退 To : Francis Xu , General Office From : Marc Morgan , Director of Personnel Date : June 5 , 199- Subject : Terminating Engagement Mr. Xu , you may already know that the Directors of the company will soon have finished the reorganization of the business and that this will result in a decrease in staff. I am very sorry to inform you that your position is one that will shortly become redundant , and that your services will not continue after the end of this month. We have no cause of complaint against you , on the contrary , we are quite satisfied with your services during the three years. The reduction of staff is entirely due to business doldrums. You will of course be entitled to a redundancy payment. In your case you will be given one months salary for every year of service with the company. Besides , we shall be pleased to provide any prospective employer with a testimonial of your character and ability. Please contact me (ext. 2981) if you have any questions. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com