Dear Mr. Sanchez,

Last Week you have been called by the members of the Board to explain the incident that took place inside your office of this company. I am referring to the incident where you along with other employees have been drinking liquor in your office during the office hours. It was your second violation of the same offense. Your explanation had been properly recorded and the decision has made their decision yesterday.

I am very sorry to tell you that the decision is to terminate your employment to this company on May 15. 2009. It is a decision that has to be made to show company’s fairness and strict implementation of its own rules. This decision is based on the records and on the fair investigation.

It is hard for the company to lose an employee at your skill but we have to consider attitude as well in maintaining our pool of employees. I hope you succeed in your life. Thank you and God bless!

Truly yours,

Mr. Peter B. Delano