Greg Smith,

D&C Group of Companies

28 January, 1999

Ms. Jane Austin,

Engineer,

D&C Group of Companies,

Derry, UK

Dear Ms. Austin,

I have received the report of the presentation you made in the head office on the 7th of January. I am pleased to say that you have exceeded yourself again this time. However there are a few changes you need to make in them. We will discuss them in the next meeting.

The purpose of writing this letter, however is to inform you with regret that I would not be able to sanction the leave requested by you from 1st February. Since our director from the Head Office is coming to visit us in that month, it is important that the entire staff is present during his stay with us. Please understand that there is nothing personal with the refusal.

Regards,

Greg Smith,

HR Manager