

Draft 2

Subject: No full-time positions

Dear Vanessa,

This is to inform you that the position for the ETC in our unit has been abolished due to a budget cut.

As you know, one of the other employees had expressed her firm plans to retire as the fiscal year drew to a close, and we thought that a position would arise. She changed her mind and will stay for another year. Due to the hitherto unforeseen budget cut to which I have already alluded, the unit will not be hiring anyone this year.

Regrettably, we will not be able to offer you a position.

Sincerely,

Luis Santiago