

Dear Ms. Penny;

Greetings!

I write to you to inform you that starting on October 15, 2009, your contract with our company as an independent contractor will now be terminated.

It is a wonderful year working with you. Although our company and your service have been contracted for one year only, we have shared great experiences and knowledge during that term. I could only hope that we could work again sometime if there is a project that requires your services.

During the year that you are working with us, you proved your capabilities and your skills to be effective in our company environment. It is just unfortunate that the project where we require your service has come to an end. Never the less, I would to see you succeeding in the future and hope we will cross our road again in our industry.

Thank you and god Bless!

Truly yours,

Mr. Marl Tuffet