

**To:** jeevacation@gmail.com[jeevacation@gmail.com]; JEE[jeevacation@gmail.com]  
**From:** Cecile de Jongh  
**Sent:** Wed 2/1/2012 5:20:22 PM  
**Subject:** Private and Confidential

Jeffrey,

Please see below a rough draft of a termination letter. I would like to send this on to Erika Kellerhals for her review and edits given that she knows what was said to the EDC.

Let me know.

In response to the realities of a deteriorating economy, we have determined that layoffs at Financial Trust Company, Inc. ( the "Company") are necessary. As a result the Company is reducing its workforce due to the need to reduce operating costs. Regrettably, your position with the Company must be eliminated and you will be laid off effective as of today, February 3, 2012. The enclosed check in the amount of \$\_\_\_\_\_ represents earned salary, accrued vacation through the date of termination, and three months severance which the company has decided to award you.

By signing this document, you are confirming that the foregoing payments by the company represent payment in full for your services and in full satisfaction of all obligations to you, of Financial Trust Company, Inc., or any other person or entity, relating in any way to your employment and services with the company and your separation from employment. In addition, by signing this document you acknowledge that the provisions of the confidentiality agreement you signed when you commenced employment remain in full force and effect. Please confirm your agreement by signing below.

The decision to eliminate jobs is a very difficult one. We place the highest value on the commitment and hard work that you have dedicated to Financial Trust Company, Inc. and we regret having to take this action.

We sincerely wish you all the best in your future endeavors.

Sincerely,

Received and accepted this 3rd day of February , 2012

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

With warm regards,

Cecile

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"Nearly all men can stand adversity, but if you want to test a man's character, give him power." ~  
Abraham Lincoln

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