

THE HAPPY FACE CHOCOLATE COMPANY

Charles A. Gobbledygook
Happy Face Chocolate Company
25 Milk Chocolate Lane
Melbourne 3001
21/01/00

Dear Mr. Joseph Woods,

I am writing to inform you of a rather grievous error, which occurred while you were under our employ. I say *were* because you are effective today, no longer employed by the Happy Face Chocolate Company.

This unfortunate state of affairs is a regrettable one and I must say that at managerial levels it has caused us many sleepless hours as we sat in front of our computers. The error it seems occurred while you were packaging our Hokey Pokey Chocolate Dwarf. It appears that you allowed whether through carelessness or deliberate sabotage, three pallets of Hokey Pokey Dwarves to be sent out without the correct date stamps on the outside shipping container. This contravenes standing company order TRYHARDER-666R, which states that Product must have the correct date stamp on both the inner and outer shippers. This is in line with Federal and State government legislation to ensure Health and Safety Regulations are adhered to by all manufacturers/producers of food and food by products.

We appreciate that it is a monotonous task to stand there watching dwarves move past your allocated position but we do take steps to minimise the tendency for employees to fall asleep on the job by rotating them every second day (where possible). The resulting error caused the computers at our client's warehouse to shut down. Our clients thought that a virus had struck and called in IT specialists who were able to rectify the problem at a cost of \$5,000. The accident caused one employee to be sent home on stress leave, she is not expected back until the end of the year. Client management has since called for a major revamp of the warehousing system. This has resulted in fourteen packagers taking a total of forty-two days on in lieu of sick leave. One man has reportedly sought psychiatric counseling and is on heavy doses of medication. The company is not expected to recover its losses until the next financial year at tax time. So without stating the obvious, do you see what you have done?

It is with the utmost sorrow that we must terminate your services completely. We understand that you are behind with the mortgage payments and your wife is still recovering after giving birth prematurely but we have strict guidelines that must be adhered to otherwise too many employees will think they can flout the rules so carefully laid down over countless generations of marketing gurus.

Please leave with our best wishes for the new millennium and we hope that you find another job soon before the bank takes your house. We regret that we are not able to

supply a reference for your five years of hard labour as the person responsible has taken extended sick leave and is not expected back for the next six months. May I suggest that now would be a good time to consider a retraining program? There are many fine programs available for the long term unemployed and unskilled labourers.

In closing, we would appreciate it if you could return your locker key, identity card, Happy Face voucher book, overalls and boots within two weeks. These may be left with the security guard.

Yours, Sincerely,
Charles A. Gobbledygook
Personnel Manager Happy Face Chocolate Company.

Charles A. Gobbledygook
Happy Face Chocolate Company
25 Milk Chocolate Lane
Melbourne 3001
28/01/00

Dear Mrs. Joseph Woods,

We are writing to express our deepest sorrow at the recent and sudden demise of your late husband.

We feel even worse about the unfortunate turn of events when we found out that the supposed mistake for which your husband was fired turned out to be a mistake on our behalf. It appears that er...your husband had approved the right date stamp and it was our distribution staff who had not informed the client that the date had indeed been advanced twenty-four hours to account for changes in transport schedules.

The person responsible for the oversight has been severely and I repeat SEVERLY disciplined by management and it will not happen again. We trust that you are keeping well and that the real estate agents can find you a good price for your lovely family home, which I believe, is up for sale.

We wish you all the best for the new millennium and to show our generosity we are including a basket of assorted Happy Face chocolates for you and your four children.

Warmest Regards,

Charles A. Gobbledygook
(Acting) Personnel manager Happy Face Chocolate Company

Written by Alastair Rosie
Word Count: 781