

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

To: Staff
From: Management
Subject: Response to Rumors
Date:

This memo is a direct response to the current rumor that Name of Business will be closing its doors for good. This is totally untrue. Name of Business had a strong fiscal year and we anticipate having an even better year at the close of the next fiscal period. We have added 15 new employees to the payroll and we anticipate more new hires in the near future.

Therefore, we hope that this information will put to rest all rumors of a shut down and that all employees will have confidence and faith in the strength of their company.