**EXERCISE 3**

David Martínez

Personnel and Support Manager.

European Union Representative in Somalia

Mogadiscio, Somalia

October 13, 2011.

Dear Sir,

I am writing to inform you, as European Union Representative in charge of personnel and support of EMISOM (European Mission in Somalia), of our firm decision to rescind the contract that we signed with your catering company to provide food services to our organization.

As you are aware, we have both already discussed the deficiencies observed in the food services that your company has been providing to our Agency for the last three months. Moreover in the last month I´ve received new complaints about the food quality, the shortfall of personnel to prepare and to serve the food and the opening time of the cafeteria.

Unfortunately, you did not take any measures to work the problem out and the situation remains the same. Regrettably, the only explanation we obtained from your company was that there have been many members of your staff who have abandoned their posts during the last month. Well, you have problems in your company, that´s a fact, but it´s my duty to take care of my personnel.

Nevertheless you should analyze why it happened. As far as it concerns me you have had one month to contract personnel and to you should have increased your staff with qualified personnel, I mean, trained waiters and trained cooks, not just anyone.

Due to these circumstances I am forced to rescind the contract as of the end of the current month, your services will no longer be required.

Yours faithfully,

David Martinez

Yours sincerely,

David Martínez

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