

## 7.5: Assignment

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**Setup:**

Your manager informs you that a budget review revealed that the expansion team has to be cut by one employee. And it's your job to inform that employee.

**To do:**

1. One of your colleagues who has volunteered to move to [your expansion country] for two years and who has prepared for months for this is now being told by you that he/she is no longer part of the expansion team.
  2. Write a letter to your colleague informing him/her of the decision.
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