

This is an example of an email to inform a contract Employee they did not get the job.

Dear Takashi Yuki

Bear Books has chosen Tara Miedema as lead translator for the *Tragic Paradox* work we discussed over lunch last week. However, we'd also like to offer you an editorial contract for this text.

We feel Tara is the best fit for this particular book, since she's recently studied Mishima extensively in Japan over the past few years.

This decision has no reflection on your translation skills or our desire to work with you in the future. Your work has always been exemplary, and we value your help in making Bear Books successful!

We also know *Tragic Paradox* is a large and complex work, and will need a second pair of expert eyes for the best results in English, so we hope you will help us with the final text. You have made our past works so amazing!

I'll call to discuss some upcoming projects

Sincerely,

Bob Eslami