

Career Assignment: HR Advisor



Task: You've Got Mail!

A really important part of HR Advisor is to communicate really well with lots of different levels of staff, from apprentices to directors.

*Today you are going to write a **formal** letter inviting an **employee** to an important meeting!*

It must include:

- *Time*
- *Place*
- *Date*
- *Formal tone*
- *Professional language*

But the reason for the meeting and the business is up to you! For example, I might write a letter to Mo Salah asking him for a meeting regarding his latest performance.

Please make it as authentic as you can though - I've included an example here to remind you of layout.

*You need their address, yours **and** the date at the top of the letter.*

Sector 17
Vashi
New Bombay

The Manager
Modern Restaurant
Sector 23
Vashi

6 July 2010

Dear Sir / Madam,

I am writing to complain about a meal we had in your restaurant yesterday.

We had booked a table for six but when we arrived there were no free tables and we had to wait for more than 45 minutes to sit down.

From a menu of 12 dishes, only four were available and their quality was poor. The fish, in particular, tasted awful and the waiter was rude when we told him about this.

We have eaten in your restaurant several times in the past but this is the first time we have received such bad treatment. I am not asking for a refund but I would like you to improve the quality of your dishes and service.

Yours faithfully

(Handwritten signature)

Ravi Menon