

Lay-off letter, Resignation Letter [1-2]

References:

1. YDI340 Business English Ders Notları (2007)
2. Akar N. Z., Özkan Y., Tarhan Ş. (2005) "Language and Communication Skills After Graduation"

Complete the sentence with the words in the list. In the two gaps there are two missing words. Use each word only once.

confident, go, approach, encountered, executed, approval, discussed, independently, carry, benefits

1. We hope that we have **executed** your order to your full satisfaction and hope you will allow us to **carry** out your orders again in the future.
2. We would like to quickly **go** over some of the changes in the new monthly sales reporting system that we **discussed** at Monday's special meeting.
3. Despite this initial effort, we are **confident** that you will all soon enjoy the **benefits** of this new system.
4. Some problems were **encountered** when requesting vacation due to what is perceived as long **approval** waiting periods.
5. James is professional and efficient in his **approach** to work and very well-liked by his colleagues and executive clients. He is well-presented and able to work both **independently** and as part of a team.

Lay-off Letter

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Pino's Pizzeria
Viale Silvani
10, 2345 Bologna, Italy
Tel:051 520799

November 30th, 20--

Joanne Montague
Via Belmeloro 18
40123 Bologna

Dear Ms Montague,

As you are probably aware, the recent smoking ban has had a profound impact on our business. Our sales have dropped 40 percent in the last six months. Though we do not expect this to be a long-term concern for our business, we don't expect sales to return to normal until the summer when our patio opens for the tourist season.

Due to the loss in business we regret to inform you that we are laying-off all of our hosts and hostesses for the winter and spring. With business being so slow our servers can handle the task of greeting and seating customers on their own.

You are entitled to two week's severance pay, which will be paid in full on your next paycheck. Please come in for any scheduled shifts next week.

Thank you for your hard work and dedication at Pino's Pizzeria. Please apply again for our next summer season.

Sincerely,

Franco Bellini
Owner

pinopizza@italia.com

»[1,11]

Resignation Letter

«

22 Tufton Street
London, SW1P 3TL
Tel: 020 7593 1760

November 1st, 2007

Josie Waters
Fielders Pharmacy
14 Broadway
London, SE1 7DG

Dear Mrs. Waters,

I am writing to provide formal notice of my resignation from Fielders Pharmacy. My last day will be November 14th, 2006.

I trust that two weeks is sufficient notice for you to find a replacement for my position. I would be pleased to help train the individual you choose to take my place.

Thank you for employing me for the past three years. My experience as clerk, supervisor, and floor manager has been very positive and I'm confident that I will use many of the skills I have learned at Fielders in the future.

If you have any concerns, please contact me at my personal email address.

All the best,

Annie Wright

awright@homeemail.com »[1, 12]

Rewrite the sentences below with the correct word order to make the phrases

We the until our to party have postpone season. Christmas busy after decided

1. We have decided to postpone the Christmas party until after our busy season.

Anyone help coordinator. encouraged volunteering our in to out is to with event the call interested

2. Anyone interested in volunteering to help out with the event is encouraged to call our coordinator.

Due inform laying-off to the in hostesses business we to you that we are all of our for winter. loss the regret

3. Due to the loss in business we regret to inform you that we are laying-off all of our hostesses for the winter.

If period, hesitate you me. have training questions during your any please do not to contact

4. If you have any questions during your training period, please do not hesitate to contact me.

If letter. you have account, already please settled this your disregard

5. If you have already settled your account, please disregard this letter.

**Complete the sentence with the words in the list.
In the two gaps there are two missing words.
Use each word only once.**

**failure, creative, career, provides, disregard, commerce, positive, admitting,
outstanding, responsible**

1. Realizing that a certain **career** path is not right for you is a **positive** thing in itself. It is not about **admitting** failure or wasted time, as each experience we have is useful and **provides** us with knowledge and skills that we can use later in life.
2. This is a new position created for a **creative**, self-motivated individual who will be **responsible** for assisting in the development of our Web Support and E-**commerce** operations.
3. Over a lifetime, it is said that a person can have up to ten different professions. It is important to realize that this does not mean **failure**.
4. If this amount has already been paid, please **disregard** this notice.
5. As our contract indicates, we begin charging 5% interest for any **outstanding** balances after 30 days.

Rewrite the sentences below with the correct word order to make the phrases

You sales. record in a have insurance proven must extensive

1. You must have a proven extensive record in insurance sales.

The serve to the in candidates field. be committed should education

2. The candidates should be committed to serve in the education field.

Attractive offered be right will package to the remuneration candidate.

3. Attractive remuneration package will be offered to the right candidate.

Please us we way. if help in again contact any can

4. Please contact us again if we can help in any way.

We that you inform article. to this not regret do carry having we

5. We regret having to inform you that we do not carry this article.

Complete the sentence with the words in the list. In the two gaps there are two missing words. Use each word only once.

train, reporting, notice, appropriate, like, save, replacement, processing, take, paperwork

1. First of all, we would once again like to stress that this new system will save you a lot of time when reporting future sales.
2. As you can see, once you have entered the appropriate client information, processing orders will require no paperwork on your part.
3. I trust that two weeks is sufficient notice for you to find a replacement for my position. I would be pleased to help train the individual you choose to take my place.