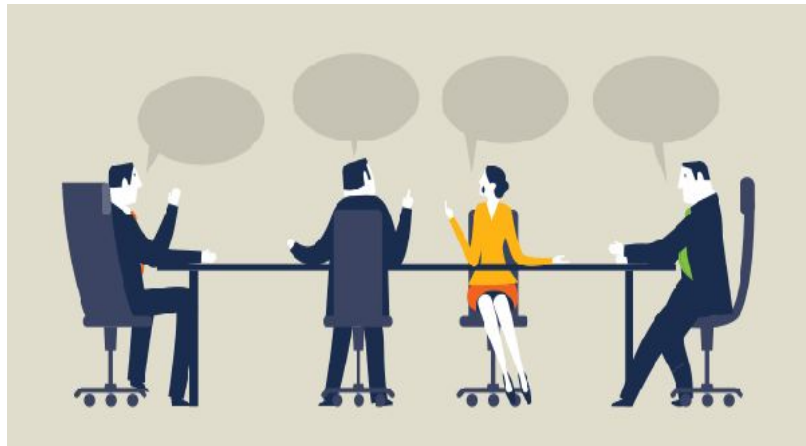


## Official Writings



आज की session पिछली session के continuation में है जहाँ हम बाकी के scenarios देखेंगे और साथ में bank और passport office related कुछ letters भी सीखेंगे।

- Salary reduction (वेतन में कटौती )
- Termination (company से निकाले जाना। )
- Confirm an interview (by a candidate)- (Candidate द्वारा HR को लिखा जाता है, यह बताने के

लिए आप interview देने आएँगे। )

- Thank you for an interview (Interview में बुलाए जाने के लिए धन्यवाद करना।)
- Accept a job offer (नौकरी का प्रस्ताव स्वीकार करना। )
- Decline a job offer (नौकरी की offer को अस्वीकार करें। )
- Job transfer request (नौकरी में एक जगह से दूसरे जगह transfer के लिए अनुरोध। )
- Welcome aboard (नई candidate employee के ज्वाइन करने पर स्वागत करना। )
- Work from home request (घर से काम करने के लिए अनुरोध करना। )
- Late for work apology (काम पर late से आपने के लिए apologise करना।)
- Sympathy (सहानुभूति)

Bank related letters

Passport related letters

### Salary reduction

Kathy Williams  
Vice President, Broadway Inc.  
123 Maple Street  
Hudsonville, NY, USA 10711

January 15, 2020

Dear James Smith

As you are aware, the recent economic downturn has adversely affected Broadway Inc. To increase cash flow and limit layoffs, the company has decided that salary reductions are necessary at this time.



We are asking all employees to accept an 8% pay cut. The executive staff has already taken the same pay cut.

We are asking to reduce your monthly salary from \$4,000 to \$3,680 beginning one month from now. Your current position and duties will remain the same.

During this period, we will continue to monitor the company's financial situation. If the economic situation and the company's performance improves in the next two quarters of the year, your former salary may be restored.

If you decide to decline this reduction in pay, you will be removed from your position effective one month from today, with severance pay.

We appreciate all the hard work you have put into your position at this company, and we do not want to lose you as an invaluable employee. Your understanding, support, and co-operation to help Broadway Inc. endure the current economic situation is greatly appreciated.

Yours sincerely

Kathy Williams  
Vice President

### Termination

Ms Catherine Smith  
1845 Shorter Street  
Myron, Illinois 40702

Dear Catherine

This letter confirms our discussion today that your employment with Willis Corporation is terminated effective immediately.

You will receive two weeks severance pay since your employment with Willis Corporation has been less than one year. You will receive the severance payment once you have signed and returned the enclosed release of claims document.

Additionally, payment for your accrued PTO will be included in your final paycheck\* which you will receive on our regular payday, Friday. You may pick up this check from the reception desk or we can mail it to your home. Let us know about your choice.

You can expect a separate benefits status letter that will outline the status of your benefits upon termination. The letter will include information about your eligibility for the Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation of group health coverage.



We have received from you already your security swipe card, your office key, and the company-owned laptop and cell phone at the termination meeting.

You will need to keep the company informed of your contact information so that we are able to provide the information you may need in the future such as your W-2 form and followup COBRA information.

Please let us know if we can assist you during your transition.

Regards,  
Ishita Siddhartha  
Global HR Head

#### [Confirm an interview](#)

**Subject:** Interview Confirmation Account Analyst Position - Sara Potts

Dear Mr Gunn

Thank you very much for the invitation to interview for the Account Analyst position. I appreciate the opportunity, and I look forward to meeting with Edie Wilson on June 30th at 9 AM in your Quincy office.

If I can provide you with any further information prior to the interview, please let me know.

Best Regards,  
Sara Potts

#### [Thank you for an interview](#)

Peter Edwards  
718 Pilgrim Court  
Syracuse, NY 13224  
(000) 123-1234  
pedwards@email.com

September 10, 2018

Ms Janice Parker  
Vice President, Marketing  
Acme Corporation  
2000 1st Avenue  
Syracuse, NY 13224

Dear Ms Parker

I would like to thank you, most sincerely, for taking the time to interview me today for the Social Media Specialist position that has opened with Acme Corporation. It was great to meet you and your team, and I truly enjoyed learning about your current marketing program and touring your office.

I was impressed by the opportunity your next Social Media Specialist will have to build a strong, rebranded presence for Acme Corporation on Facebook, Twitter, Instagram, and LinkedIn. As we discussed, my experience includes creating and managing social media properties for both established and start-up organizations. My successes include building a network of 5K Facebook followers for J.C. Enterprises within three months, ghostwriting LinkedIn posts for the CEO of Union Industries that attracted, on average, over 350 “shares” each, and helping the owner of Jenny’s Bling to become a major influencer in her industry.

Please know that, although I have been working as a freelancer for the last five years, I am eager to return to a dynamic, full-time marketing department environment. I am invigorated and inspired by collaborative teamwork, and would find it most rewarding to help forward Acme Corporation’s mission of “Laying the groundwork for sustainable industry growth.”

If I can provide any additional information to help you with your decision-making process, please let me know. I look forward to hearing from you soon!

Sincerely  
Peter Edwards

#### [Accept a job offer](#)

Jason Burnett  
87 Washington Street  
Smithfield, CA 08055  
(909) 555-5555  
jason.burnett@email.com

June 17, 2020

Mr Michael Hynes  
Director of Human Resources  
Smithfield Granite and Stonework  
800 Marshall Avenue  
Smithfield, CA 08055

Dear Mr Hynes,

As we discussed on the phone, I am very pleased to accept the position of Advertising Assistant with Smithfield Granite and Stonework. Thank you again for the opportunity. I am eager to make a positive contribution to the company and to work with everyone on the

Smithfield team.

As we discussed, my starting salary will be \$48,000 and health and life insurance benefits will be provided after 30 days of employment.

I look forward to starting employment on July 6, 2020. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you very much.

Jason Burnett  
(Designation)

#### [Decline a job offer](#)

**Subject Line:** Job Offer – Ted Gonzalez

Dear Mr Owen,

Thank you very much for offering me the opportunity to work at Owen & Owen, LLC. I appreciate the time you spent meeting with me to discuss the job.

It was a difficult decision, but I will not be accepting the position.

I would, again, like to express my gratitude for the offer and my regrets that it did not work out. You have my best wishes in finding a suitable candidate for the position. I wish you and the company well in all future endeavours.

Best regards  
Ted Gonzalez

#### [Job transfer request](#)

**Subject:** Application for Assistant Manager

Dear Ms Lee

I was very interested when I saw the posting for the position of Assistant Manager. I would like to respectfully submit my resume for your consideration.

I believe that my experience here at ABC Company makes me an excellent candidate for the position. I have been with the company for 5 years, and have worked in several different capacities (List). The skills I have gained in these positions over the years, and my intimate knowledge of the systems and procedures at ABC, I believe, will be a unique asset in the position of Assistant Manager.



The work environment at ABC is exciting and challenging to me, and I believe that I have made many valuable contributions to the (List Name(s) of) Department(s). (If applicable, list accomplishments). I have learned a lot from the people I have had the pleasure of working with and look forward to growing in my professional career here.

Thank you for your time and consideration for this position. I look forward to hearing from you.

Sincerely

Albert Jones  
Customer Relations  
albert.jones@email.com  
555-555-5555

### Welcome aboard

Selena McKensie  
123 Business Rd.  
Business City, NY 54321  
555-555-5555  
selena.mckensie@email.com

September 1, 2018

Xavier Jones  
123 Main Street,  
Anytown, CA 12345

Dear Xavier

I am very pleased that you have accepted our offer and are joining our team. Your experience and vision will be a great asset to this group, and I know that the team is looking forward to working with you.

Please let me know if you find that you are available to start sooner than September 10, as we are all anxious to get going on the new project we discussed during your interview.

Brian Jones will be your liaison with the other team leaders and will help get you up to speed on where their projects stand and how they envision the integration of the final product. I know he is planning to contact you this week to help make your move to Corgu Inc. as smooth as possible.

If there is anything we can do for you in the meanwhile, please let me know. Welcome aboard! We are all looking forward to seeing you soon.

Best regards,



Selena McKensie  
Human Resources Manager

### Work from home request

**Subject Line:** Request to Work Remotely

Dear Emily,

As you know, I have been working some hours from home on an occasional basis. I have found that my productivity has increased, and I am able to focus well on my work activities without the distractions in the office.

Would it be possible for me to work from home regularly, meeting in the office on an as-needed basis? I have really enjoyed working with you and your team, and look forward to our continued collaboration.

Thank you for very much for your consideration,

Amy

### Late for work apology

Terry Lau  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
terry.lau@email.com

September 1, 2018

Jenna Winters  
Manager Acme  
Consultants  
123 Business Rd.  
Business City, NY 54321

Dear Ms Winters

I am extremely sorry for my late arrival at the important sales meeting with The Star Agency last week. My tardiness almost lost us a valuable client.

I understand that, as a sales team, we need to always present ourselves as professional and reliable, and timeliness is a large part of that professionalism. I, therefore, let down the entire

sales team with my behaviour.

I am currently taking steps to ensure that I am never late again for a client meeting (or any other work-related event). I was delayed due to my car breaking down, so I am getting my car serviced. From now on, I will also be sure to leave for meetings even earlier than I already do, so even in the case of an emergency, I will still be able to arrive on time.

Please let me know if there is anything else I can do to reassure you and the rest of the company that I greatly value my position on the sales team, and that I will not let the team down again. Thank you so much for your understanding.

Sincerely  
Terry Lau

### Sympathy

Susan Rodriguez  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
susan.rodriguez@email.com

September 1, 2018

Elizabeth Lee  
123 Branson Street  
Smithfield, CA 08055

Dear Elizabeth

We're so sorry to hear about your mother's death. Losing a family member is always difficult. Please let us know if there is anything that we can do to assist you during this trying time. You are eligible for three days of paid time off as stated in our employee bereavement policy. We have, in the past, granted additional unpaid time off for employees when travel and personal business related to the death required more time away from work.

Please let your manager or Human Resources know if you need to request additional time off. We can also work with a flexible schedule if any family business needs to be taken care of during work hours.

We are committed to helping you through this rough time in life's journey. We sympathize with the loss of your mother and we want to support your efforts to move forward with your life's business. Please let us know how we can help.



Regards

Susan Rodriguez  
Human Resources Director

## BANK LETTERS

### [Letter to open a current account with a bank](#)

Excellent Construction Co Ltd  
11 Moti Nagar  
New Delhi  
Telephone 2658473

10 April, 20XX

The Manager  
Royal Express Bank  
New Delhi

Subject Open a Current Account

Sir

We want to open a current account with your bank. We are enclosing a certified copy of the resolution for your reference and appointing the Royal Express Bank at New Delhi, as our banker.

The following documents are enclosed as required by you

1. Accounts Opening Form duly completed
2. Specimen signature of the directors
3. Copies of the Company's Certificate of Incorporation and Certificate to Commence Business

I, the Chairman and Managing Director of the company, have been authorised by the Board of Directors, to sign all the cheques and other documents on behalf of the company. Please open the account and issue a cheque book, containing hundred leaves.

Thanking you

Yours faithfully  
Rajiv Chaddha  
Chairman & Managing Director

Letter confirming the telephonic instructions to stop the payment of a cheque

1256 Royal Street Bandra  
Mumbai

11th April, 20XX

The Manager  
UB Bank Mumbai

Subject Confirmation of Telephonic Instruction to Stop the Payment of a Cheque

Sir

I confirm my telephonic instructions given to you in the morning today to stop the payment of a cheque, details of which are as follows:

Cheque no 0177894, dated 15/04/20XX, accounting for ` 15380 favouring K S Finance Ltd.  
Please confirm having stopped the payment of the above mentioned cheque at the earliest.

Thanking you

Yours faithfully  
NK Mani

Letter to the bank for non crediting the proceeds of the cheque

137/1, Vikas Colony  
New Delhi

12th March, 20XX

The Manager  
XY Bank  
New Delhi

Subject Non-crediting the Proceeds of Cheque

Sir

I had deposited a cheque no 118947 dated 5/02/20XX for Rs. 16700/- drawn on State Bank of India to be credited in my saving account no 2136 with you.

I regret to note that even after a month, the amount of the cheque has not been credited in

my account. You are requested to look into the matter and arrange to get the amount of cheque credited in my saving account immediately, along with the interest for the delay as per norms.

Thanking you

Yours faithfully  
Sunil Sharma

#### PASSPORT related Letters

ज़्यादातर passport office में लिखे गए application या letters forms होते हैं। इसके भी कुछ samples देखते हैं।

## Passport Authorization letter

To,  
The Immigration Authorities,  
Regional Passport Office,  
County Durham,  
London,  
DL14 ES15

06<sup>th</sup> October 20XX

Subject: Authorization Letter to carry and submit passport for visa purpose

Dear Sir/Madam,

I am a Canadian national bearing passport number 12345AS. I am currently working in your country and need to migrate to Scotland due to employment. I have undertaken official action and thereby applied for immigration to Scotland with immigration case file number 22222. I hereby authorize my uncle Mr. Kevin Sniper who has a passport bearing number 345678ES residing at #36, Beverly, North Humberside, London, HU17 to carry my passport across the border to submit to the Scotland Immigration authorities for processing my visa.

I request you to kindly accord your permission to my uncle taking my personal documents for the reasons I have mentioned above.

Thanking you in anticipation of a positive response.

Yours truly,

Stephen.

Applicant Name

Signature \_\_\_\_\_

Authorized person Name

Signature \_\_\_\_\_

Authorization letter to collect passport

To,  
Robert Simple,  
New Attorney And Co,  
#225, Hasting, East Sussex,  
London,  
TN34 AS11  
25<sup>th</sup> March 20XX

Subject: Authorization letter to collect passport

Dear Mr. Robert,

I have applied for a passport about a month ago and the passport authorities have called me to collect the same from their office within a week. As I am currently out of station and unable to come back within the next week due to official commitments I want you to go to the passport office and collect the passport on my behalf. I will need my passport urgently as I have to go to another country from here itself. The visa processing can be done only after I receive the passport. Kindly courier the same to my address on the envelope as soon as you receive it.

I hereby authorize you to sign and collect the passport on my behalf. I am signing below and attesting your signature as well. Thanking you.

Yours truly,

Alfred.

Signature of Mr. Robert Sample

Signature