

Work-related letters



आज हम सीखने वाले हैं scenario/ situation based letters. नीचे दिए गए सारे situations हम सब कभी न कभी अपनी professional life में face करते हैं अक्सर हमें ऐसे letters या email लिखने में एक परेशानी आती है कि start कैसे करें। Let us see one by one each situation

- Appreciation and Thanking (अपने team , colleague या किसी भी employee के काम या help के लिए आप उन्हें अप्प्रेसियते करते हैं।)
- Congratulations (बधाई देने के लिए।)
- Promotion congratulations (पदोन्नति की बधाई)
- Candidate rejection (Interview में reject किये गए candidates को लिखा जाता है।)
- 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 आएंगे।)
- 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)

सारे types of letters discuss करने से पहले आइए एक बार formal letter के format को revise कर लेते हैं।

DS Marg, Lower Parel,
Mumbai 400 008.

(Sender's Address)

11th June
2020.

(Date)

To,
The Editor-in-Chief,
Hindustan Times,
Main Street,

Mumbai 400 001. _____ (Receiver's Address)

Sir _____ (Salutation)

Subject: Construction work in our locality during monsoon season causing us difficulties.

Through the medium of your esteemed and respected daily, I wish to inform the municipal authorities of the difficulties the residents of my locality are facing due to the construction and repair work currently happening in our area. Monsoon season started a few days ago and is compounding our problems.

The repair work has been ongoing for five weeks now and is falling way behind schedule. And now with the current weather conditions, we are having persistent problems of waterlogging and flooding in our area. Another worry is about the accidents that may occur due to the debris lying around the road. Diseases caused due to waterlogging are another one of our concerns.

Therefore I wish to draw the attention of the concerned authorities with the help of your newspaper. Hopefully, you will be able to help us in drawing their attention and resolving this matter at the earliest. _____ (Body)

Thanking You _____ (Concluding Line)

Yours Sincerely _____ (Complimentary closure)

Anirudh Sharma _____ (Signature Line)

आइए कुछ ऐसे letters के sample देखते हैं। आप सब letter writing के formats तो जानते ही हैं , नीचे दिए गए samples को हम subject line से start करेंगे।

Appreciation Letter to the team

Subject Line: Thank you!

Thanks so much to everyone on the team for getting our latest project completed not only ahead of schedule, but under budget.

I appreciate the cooperative spirit and the attention to detail that enabled us to streamline the entire process in order to achieve success and to meet our goals.

I couldn't be more thrilled to work with such a terrific group of people, and I'm looking forward to working with you on our next project!

With many thanks
Suzanne

Appreciation Letter to an employee

Subject Line: Thank You

Dear Wendy,

I really appreciate all your help in getting the restaurant ready for opening night.

You've been right there, helping out wherever and whenever needed for these past few months. Everything has finally come together, and we're ready to open the doors to the public.

I'm looking forward to continuing to work together.

Cheers
Bob

Appreciation Letter for the project handling

Subject Line: Thank You Very Much!

Dear John

I wanted to let you know how much I appreciated your help with the project.

I know how much time and effort you invested to not only get the project done prior to the deadline but to ensure the client was satisfied with every step of the process.

You are a valued member of our team, and I truly appreciate your contributions!

Best
Samantha

Appreciation Letter to a colleague

Subject Line: Thank You

Dear Kwame

Thank you very much for meeting with me yesterday regarding my current project. I really appreciate your insights, and I'm looking forward to implementing many of your suggestions.

It's helpful to have someone who has had experience with similar issues on previous projects to talk things over with. I appreciate you taking the time out of your busy schedule to speak with me.

I'll be sure to send you a follow up when this project is complete.

Best regards

Jessie

Thanking a vendor

Subject Line: Thank You!

Dear Paul

I wanted to take the time to thank you for the service your company provided to ours.

We sincerely appreciate your customer service, how you're always available to handle challenging issues, the excellent work you have demonstrated on every project, and the professional way you conduct business.

It's a pleasure working with you! All the best

Gina

First job congratulation

Dear Jenna

I was very pleased to hear that you have been offered a position at the Garnet Company after graduation.

You have my heartfelt congratulations both on graduating and on earning your new position.

I know that Garnet Company was one of the "Top 3" employers you'd hoped that you could work for, so you must be beyond thrilled to be onboarding with them!

These are exciting changes, and I'm sure you will meet the challenges they bring with your usual optimism, creativity, and capability.

I wish you all the best as you move forward in your new career.

Sincerely yours

John

Congratulate for a new job

Subject: Congratulations

Dear Greg

Thank you for letting me know the outcome of your job search.

I was delighted (but not surprised in the least) to learn that you landed the job with ABC Company that you asked me to refer you for after we met at XYZ University's Alumni Gathering. You impressed me then with your drive, self-motivation, and academic achievements, and it's clear that your new employer values these characteristics as well!

I know that you will enjoy all of the great opportunities and challenges that your new job offers. Onward and upward!

Best regards
Sam Jones

Promotion congratulations

Subject line: Congratulations on Your Promotion

Dear Evan,

Congratulations on your promotion to Vice President of Pumpkintown Savings Bank. I heard about your well-deserved promotion through LinkedIn. You have done a fine job there for many years, and you deserve the recognition and responsibility of the position.

Best wishes for continued success in your career.

Sincerely
Monty Black

Candidate rejection

Subject: Marketing Associate Job

Dear Ronald

As I mentioned during our recent phone conversation, we have offered our Marketing

Associate position to a different candidate.

We also want you to know that we appreciate the time you invested in coming into our company for an interview. The team is grateful for the opportunity to speak with you.

Best wishes as you continue your job search.

Ethan Windsor
HR Manager for the Hiring Team

Candidate rejection

Subject Line: Job Application - Candidate Name

Thank you very much for your interest in employment opportunities with ABCD company.

This message is to inform you that we have selected a candidate who is a match for the job requirements of the position.

We appreciate you taking the time to apply for employment with our company and wish you the best of luck in your future endeavours.

Best regards,

Hiring Manager

बाकी के types of letters हम next class में discuss करेंगे।

