

Letters

On the next two pages you will see sentences from seven different types of letter. Look at each sentence carefully, then match it with one of the letter types from the list in the box. Underline the key words or phrases which helped you to decide. Be careful - there is one sentence which does not match any of the letter types.

When you have done this, make a list of the useful words and expressions that can be used in these different types of letter.

- (A) Invitation to interview (B) Letter of reference (C) Letter of appointment
 (D) Written warning (E) Letter of dismissal (F) Letter of resignation
 (G) Acknowledgement of resignation

1. I have known Jan Kelly since she started working with the company in 1999.

2. Following the disciplinary interview which you attended on 12 June, I am writing to confirm the decision taken that you will be given a written reprimand under our Disciplinary Procedure.

3. On 7 May, following persistent neglect of duties on your part, you were given a written warning in accordance with the Company's Disciplinary Procedure.

4. She came to work for this company as a Trainee in the production department, and rapidly moved up the scale to become Deputy Production Manager three years ago.

5. Following your interview and our conversation yesterday, this letter is to confirm your post as Production Manager commencing 2 October.

6. This will be placed in your personal record file, but will be disregarded for disciplinary purposes after a period of six months, provided your conduct reaches a satisfactory level.

7. Thank you for your application for the post of Production Manager at Graffix plc.

8. This letter and the attached terms and conditions form the basis of your contract of employment.

9. She is a very able manager, and is particularly keen on keeping up to date with new technology.

10. As I told you yesterday, I have decided to hand in my notice and this letter is to inform you of my decision to leave the company.

11. She has always worked well with other members of staff, has always been on time and has rarely missed work through illness.

12. I am delighted that you will be coming to work for us.

13. The nature of the unsatisfactory conduct was your continual lateness, persistent absenteeism, and neglect of duties on the shop floor.

14. We expect to see an improvement in your punctuality and attendance, and a more professional approach to your work by 30 June.

15. In a letter of 18 June, you were advised that unless your conduct improved, you would be dismissed from your post.

17. The notice period indicated in my contract of employment is six weeks, but you agreed during our conversation that in my case this could be reduced to five so as to enable me to take up the offer of another position.

19. At the disciplinary hearing held on 16 October, it was decided that your performance was still unsatisfactory, and you had shown no inclination to improve.

21. I am sure you will find a very pleasant working environment here, and we look forward to welcoming you as a member of our team on 2 October.

23. These will be held at our Banbury office on 29 and 30 August, and should last about 30 minutes.

25. We will be sorry to see her leave, but I know that she is looking for a more challenging position.

27. The likely consequence of insufficient improvement is dismissal.

29. You have the right to appeal against this decision to the Production Director within seven days of receiving this letter of dismissal, in writing, giving your reasons.

31. I have however been offered a post at a substantially higher salary with another company.

33. I have noted that your last day of service with us will be 23 November, and I have passed this information to the HR Department to deal with.

35. In the meantime, if you have any queries about your new post, please do not hesitate to call me on extension 2340.

16. We would like you to come for a preliminary interview with our Production Director, James Mills.

18. Thank you for your letter of 19 October telling us of your intention to leave the company.

20. We are naturally most sorry that you should be leaving us, but I understand your reasons for doing so.

22. I am therefore writing to confirm the decision that you will be dismissed, and that your last day of service with the company will be 2 November.

24. I would be grateful if you could call me to arrange a suitable time on one of those days.

26. Unfortunately, I am sorry to tell you that on this occasion your application has been unsuccessful.

28. The company you are joining has an excellent reputation, and I am sure you will be as happy there as you have been with us.

30. As I explained to you, I have been very happy working here, and shall be leaving with many regrets.

32. If you have any special needs, especially concerning access, please let me know in advance.

34. On a personal level, I shall be particularly sorry to see you go; you have been an excellent manager, and I hope you will keep in touch.

36. Furthermore, as the prospects of further advancement are greater, I felt that this was an offer I felt I simply could not turn down.