

Organizing a two-hour training seminar

[Linguistics](#), [English](#)



A two-hour training seminar Business letter Broadworth General Hospital, P.
O. Box 4552, New York. 12th October Dr. Jeremy Dittmer,
Local manager Wydade Consulting Services,
P. O Box 666772

New York:

Dear Sir,

Re: Request for employee training seminar

The management of the Broadworth General Hospital hereby seeks the services of your reputable company in offering its employees a two-hour training seminar. Set to take place at the facility's hall, the seminar's objective is to teach the employees on the effects of sexual harassment and unlawful discrimination at the work place.

The tentative date and time for the event is on 16 October 2014 as from 2PM to 4PM. We therefore request for a trainer from your company. Furthermore, we would like to know in advance all the resources the trainer will require in order to make the training a success.

I look forward to hearing from you.

Sincerely,

Edwin King,

Administrative assistant for the Human Resources Department

Interoffice memorandum

To: Miriam Hopkins, the Director of Human Resources

From: Edwin King, Administrative assistant for the Human Resources
Department

Subject: Employee training seminar

Date: 13 October 2014

In reference to the department's desire to organize a training seminar for the employees, I contacted Wydade Consulting Services placing a request for a teacher.

The company has since confirmed our request thus assigning us one of their renowned teacher, Deb Walker. Besides assigning us a teacher, the company has confirmed the date, time and venue for the seminar. The date remains 16 October 2014 as from 2PM to 4PM at the facility's hall.

Among the resources the teacher will require include a mac book, projector, writing pad and refreshments.

I have made all the necessary arrangements including securing the resources, the venue and communicating the seminar progress to all the employees of the hospital. The seminar is therefore on course, as you had desired.

Kind regards,

Edwin King,

Administrative assistant for the Human Resources Department

E-mail

From: EdwardsK@broadworth. mail

To: Deb. Walker@wydadecs. com

Date: 13 October 2014

Cc: Jeremy. Dittmer@wydadecs. com , m_hopkins@BroadworthGH. org

Subject: Confirm the arrangements for the seminar

Kindly note that we, at Broadworth General Hospital have received confirmation from your company that you will be offering a public lecture to

<https://assignbuster.com/organizing-a-two-hour-training-seminar/>

our staff, topics we seek to cover teach will include sexual harassment and unlawful discrimination. We have therefore secured all the resources you will need for the training and therefore anticipate your arrival. The seminar will take place at the hospital's hall on 16 October 2014 as from 2PM to 4PM.

Reference

Bell, A. H. (2004). Writing effective letters, memos, & e-mail. Hauppauge, NY: Barrons.