

# Slp - 1 routine and goodwill emails

Business



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ID Lecturer Routine and Goodwill Emails Routine email: It is understandable that in the modern day, cutting back on costs is a major premise of many organizations. Same is the case with educational institutions and universities. On the same tangent, we have thought of a solution to counter the rising costs.

Severe budget cutbacks are being faced at the present. This has called for a better understanding of the situation at hand. Since the campus departments face up to 25 percent budget reduction this year alone, and cutting services would not be deemed as a viable proposition, we are hereby undertaking recycling efforts that shall fasten things in the right manner. It will allow the different campus departments to understand their responsibility as well as cut back on costs immensely. Employees would have to empty their own trash baskets unlike what used to happen in the past. The recycling efforts shall pave the way for the overall development of the departments at the campus, and reduce the budget constraints which are being faced at the present. Also this shall help the employees to do a bit of exercise which is always a good step for their health and well-being.

We believe that this step will help reduce the departmental custodial costs and go a long way in helping the employees deal with the recycling efforts. This will be a good step that shall save the campus a considerable amount of money as well as help the environment with efficient modes of recycling on a regular basis.

Goodwill email:

The campus is delighted to announce that yet again its priorities are set on bringing new and novel methods to save on costs that are incurred every year. We have thought of a unique way to settle the costs that have been  
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mounting for a considerable time period now.

Since we have always valued the services, we do not believe in cutting them down at any cost. However, the 25 percent budget reduction is a figure that we meet this year and in order to sustain such a pressing concern, we have decided to go ahead with our recycling efforts which will not only save time but also money. Now the employees would be asked to empty their trash baskets themselves by taking a walk to the trash bins. It will not only refresh the employees since there will be exercise for them but would also contribute to the environment in one or the other way.

We are confident that this small step in building confidence within the employees even further. We have always valued your work and look forward to positive contributions on your part in the future as well.

Analysis of emails:

Both the emails are direct and go ahead with the flow which is required. Both these emails convey the point within the second paragraphs which is the 'body' of the content. The goodwill message adds a bit of warmth which is missing from the normal email. The principles for creating goodwill messages bank upon the need to build a positive camaraderie with the receivers so that they can be encouraged and reassured regarding the task at hand. The principles for routine messages is to guarantee that the point gets across at the earliest, and that there are no hiccups experienced at any stage.