

Business communications

Business



Dolan, Inc. P. O. Box 2344, Lancaster, California. 00123. Phone: 1444-555-0066. July 22, Smith T. Jim, 163 Arvin Street. Lancaster 00123. Dear Smith T. Jim:

RE; JOB OFFER

Dolan, Inc. is pleased to confirm that you have been selected for the position of Systems Engineer. Should you take this employment offer, you will be entitled to receive the sum of money indicated hereafter on your hire date. Annual gross opening salary of \$65, 000, paid in monthly installments and performance bonuses of up to 3. 2% of your annual gross salary, paid on a trimestrial basis by check or direct deposit. For other benefits, see the enclosed new-hire instruction and benefits package.

To confirm this employment offer: Sign and date all the enclosed documents and send them to us in the enclosed reply envelope, to reach us not later than Friday 3rd August 2012. In case you choose to confirm, the orientation starts from Monday, 6th August 2012 at 9. 00 am, which is also your hire date.

To reject this employment offer: Mail the unsigned pages in the enclosed business-reply envelope, to reach us by Friday August 3rd 2012.

We at Dolan hope that you will accept this employment offer

Hiring Coordinator,

Human Resources

Contacting Mr Smith

I will contact Mr. Smith by first emailing him, after which I will give him a call to request for an in-person meeting. The email will be a follow up of the offer letter. In the email, I will briefly indicate the contents of the employment offer letter, such as the salary, the benefits, and the company policies.

<https://assignbuster.com/business-communications-essay-samples/>

Additionally, I will give a brief description of the format of filling the documents enclosed to the offer letter. I will also inform him of his duties in case he decides to take the job offer. In addition, I will give him the contact details he can use in case he needs clarification of any data. I will offer details regarding the location of our offices and inform him of the starting date and time for orientation, which will also be your hire date.

Another aspect that I would include in the email is the name of a Smith's superior and how he can get into contact with him if need be. I will explain to him why it is important that he accepts the employment offer but assure him that he is free to make the decision on his own upon reading all the enclosed documents. One day after sending the email, I will give Smith a call to confirm that he had understood the terms and conditions as well as what is required of him in case he chooses to accept the employment offer.

Using the email is an appropriate choice because email is a widely used form of communication due to its effectiveness. Email is a favourable communication means; since emails are sent instantly, they are easy to use, are widespread means of communication, and are accessible through varying means such as computer, phone or PDA from nearly anywhere in the world (Merrier, Logan, Krizan, and Williams 447-450).

Writing an email takes some time, so it is an appropriate way to ensure that all details are communicated. Additionally, the follow up call will enable me to confirm that Smith understands the message in the email (Merrier, Logan, Krizan and Williams 448-460).

Works Cited

Merrier, Patricia, Joyce P. Logan, and Karen Schneiter. Business

Communication: Business Communication Series. Stamford: Cengage Learning, 2010. Print.