

Email assignment

[Business](#)



Assignment Dears Ms. Lauren Alvarez, I believe we have given our best to this company as far as this year is concerned. We were able to reduce some expenses, popularize our programs, and introduce our plans. All these achievements can be attributed to your quality leadership. It is an honour to have the chance to work with you throughout this year.

There are some ideas relating to the next meeting that I would like to briefly discuss with you. I noticed there is gender imbalance in the work force. The organization has much more male employees as compared to the female employees. I believe that having more female employees in the organization might bring in something new to the organization. More female employees will also mean that the male employees will be kept on their toes. There has been some speculation that nepotism plays a big role in the organization's promotion policy. However, I have not noticed any traces of nepotism and I would like you to address the issue so that the speculations are brought to an end.

Finally, I would like to humbly request for a change in the meeting time for the meeting to be held on the 20th October. On this particular day I will be having allot of work and reports that are supposed to be due on that particular day. I apologize if such changes might lead to any kind of inconvenience. If there is no possibility of change in time it will be understandable and I will try my level best to have the other work done before then.

I appreciate your understanding and all the help accorded to me in the period we have been working together.

Yours Sincerely,

Miguel Wilkens

Technical Analyst