

# [Medical transcriptionist essay](https://assignbuster.com/medical-transcriptionist-essay/)

Types of Business Writing Exam Number 02800601 Bonnie Richardson 2663 Old Berwick Rd Bloomsburg, PA 17815 Student Number: 21262055 BroadWorth General Hospital 120 North Academy Way Erie, NH 12385-0374 August 03, 2010 Jeffrey Dittmer Employee Relations Specialist 800 South Way Avenue Pittsburgh, NH 18515 Dear Mr. Dittmer: Thank you and your company for the continued training support you provide. It is coming upon the time of year again for our staff to receive their sexual harassment and unlawful discrimination in the workplace training.

We are requesting a trainer for this 2 hour long training. It will take place on December 09, 2010 at 2PM in conference room one. There will be approximately 20 office supervisors there and light refreshments will be provided. Please let me know of anything you may need for this session. Sincerely, Bonnie Richardson Administrative Assistant H. R. Broadworth General Hospital BR/ Dear Miriam Hopkins, Here is an update about the training on sexual harassment and discrimination in the workplace. Deb Walker from Wydade Consulting Services is the trainer ? The cafeteria is going to provide the light refreshments ? Conference room one is equipped with the resources that Ms. Walker is going to need. Aka: projector, computer ? The handouts that Mr. Dittmer faxed to us have been duplicated and ready for the session If there is anything you think I might have missed please let me know. Sincerely, Bonnie Richardson Administrative assistant HR Department

Dear Deb Walker, This is Bonnie Richardson for Broadworth General Hospital. I am emailing you today to confirm the sexual harassment and discrimination in the workplace seminar that is set for December 9, 2010. The Seminar is happening in conference room one at 2PM. I have enclosed a map of the hospital showing you where you need to go. If you have any questions please do not hesitate to email me prior to the date. Thanks, Bonnie Richardson [email protected] com