

Medical transcriptionist essay



**ASSIGN
BUSTER**

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

<https://assignbuster.com/medical-transcriptionist-essay/>

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 com