

# Business plan on management trainee

[Business](#), [Company](#)



## **1st sample**

THE HUMAN RESOURCES MANAGER,

NOKIA CORPORATION,

FINLAND.

Dear Sir/Madam,

RE: MANAGEMENT TRAINEE

I would like to express my sincere interest in the above position in your organization. This would give me an opportunity to further develop and hone the engineering skills which I have acquired over the past five years.

I am a holder of a bachelor of Technology degree in Electrical and Communications Engineering, with a Master's degree in Business Administration. I have gone through your company's profile and believe that in this company, my dreams of becoming a world class engineer must be achieved.

I am very much confident that my education and experience have prepared me to enter the engineering world. I am excited about your company and expect my knowledge and experience to rise exponentially into the future. I strongly believe that my abilities, knowledge, skills, and positive attitude towards solving problems, will make me an invaluable asset in your organization.

Thanks for your time and consideration.

Sincerely

## **2nd sample**

THE MANAGING DIRECTOR,

CLEANTEAM LIMITED

Dear Sir/Madam,

RE: TERMINATION OF CONTRACT

This is to confirm that our company will not renew the annual cleaning contract with your company on the expiry of the current contract.

The above decision was reached after a thorough evaluation of the quality of the services that your company has offered to us in the past five months. It is true that your team of workers has been doing a shoddy job and we have informed you on the same severally. However, all our efforts have been in vain since nothing has improved.

We have therefore decided not to renew the contract once the current one expires. Doing business with you was a great pleasure; however, I regret to inform you about our stand.

Thanks for your time and consideration.

Sincerely