

# Thank you letter

[Linguistics](#), [English](#)



19th April To, XX, NCOIC Base Communication Squadron Aviano AB Sub

Thank you for the interview Dear XX I would like to thank you for giving me your precious time for the interview which has given great insight into the complex and essential communication that are integral part of Air force services. Computer and network services have significantly improved communication across people. The interview has succinctly revealed the importance of technical writing in disseminating vital information regarding tools of communication vis-à-vis computers, internet, software and other technicalities that may obstruct effective communication. As NCOIC, it is extremely important that leadership should be constantly updated with the issues and problems related to communication across various departments and geographical units. The technically written mails help to provide accurate, concise and grammatically free information so that it not only makes sense but also facilitates the seniors to diagnose and resolve the issue efficiently and timely.

The interview has also helped to emphasize that the technical writing is an art, especially in Communication Focal Point. The communication widely differs from person to person. It is full of technicalities with military but straight forward when dealing with civilian side. Indeed, while regular Airmen need to be informed in simple ways, the technical officials require more comprehensive details of the problems. As such, the communication officer needs to highlight technical details which are accurate and clearly written with no ambiguity and grammatical errors. We have also come to understand the interesting difference in the types of awards that a person can be submitted for. Any acronyms can be used for POM or performer of the month

provided they are spelled out five spaces below the last sentences as against list of acronyms for base awards!

The interview is also explicit in details about the wide-ranging duties of NCOIC and how technical knowledge also involves understanding of the legal documentation and the process of forwarding it. The personal information file and legal documentation etc. become vital aspects of the job profile. Most importantly, our interview has shown that defense personals must be prepared to accept different job profiles as you have done; crossing from missile maintenance to communication. Moreover, the technical writing of the present job profile is quite different to communication in other branches which is straightforward and simpler.

Your interview has been very inspiring and shows that individuals should constantly make efforts to learn from their environment and incorporate the knowledge to improve and improvise their work performance. It was not only college education that had helped you to gain expertise in technical writing but the on-job experience which had considerably contributed to your enhanced skills in writing. It discloses your personal desires and inherent optimism that looks up at new situations as challenges to overcome. Your diverse experiences in different departments of Air Force and military have been important facilitators in boosting your skills as technical writer. We hope that the information that you have given would inspire our young soldiers and Airmen.

Wishing you a bright future and success

Thanking you

Sincerely

Interviewer

(words: 511)