

Business letter

[Business](#)



Dear Lauren, First, I would like to take this opportunity to welcome you into the company. I have heard a number of your great accomplishment working as a chief financial officer and director of accounting for different firms. I am excited and looking forward to meeting you in the meeting scheduled for Monday October 14 even though it will be a busy day for me.

Tech-shield is a wonderful company, and the great success has always been a result of dedicated employees and teamwork and I believe that your expertise will propel the company to much greater success heights. Your supervision will be beneficial to my colleagues and I, following the success stories I have heard about you.

Although the company has been doing well, some important issues are affecting the employees and may even affect the company at large. Some of the challenges the employees are facing include working for long hours and working over the weekends. There are serious consequences for working long hours and may have a negative impact on the company. I am looking forward to discussing this matter with you in the meeting scheduled for Monday. I believe we will find a way forward for the problem.

I would also like to bring to your attention a presentation we discussed earlier this year with the former supervisor. The company had suffered a big loss. The team came up with a number of suggestions for the way forward, which included ways of lowering the expenses. Installation of auto sensors for the lights was a suggestion made to help cut electricity bills, some of the branches have so far adopted the idea, and it has proved to be cost friendly. Another issue I would like to bring to your attention is of team building activities. There is a time the company used to organize activities such as outings, sporting among others. These activities helped the employees bond

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and improve communications skills. These are some ways of improving the quality of the output. For the past one year, there have been no such activities and this may have an impact on the company.

Trainings on the modern technology may be of great benefit to the analysts. Some of the recently installed software most of my colleagues do not know how to operate. This I believe will help improve the efficiency and output will be of good quality. Even though organizing such trainings may cost the company much, the benefits are worth the cost.

I am looking forward to discussing the way forward with you to the challenges mentioned above at length if there would be enough time. With your experience and knowledge, I believe we will find solutions that will address the above challenges.

Yours faithfully,

Miguel Wilkins,