

# LAB NUMBER # 08

AutoSave Off Document12 - V

File Home Insert Design Layout Reference

Start Mail Merge Recipients Recipient List

Highlight Merge Fields Address Block Greeting Line Insert Merge Field

Rules Match Fields Update Labels

Preview Results

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1 2 3 4 5 6

Letters

E-mail Messages

Envelopes...

Labels...

Directory

Normal Word Document

Step-by-Step Mail Merge Wizard...

Subject: Invitation to Meeting for Performance Improvement and Business Growth

Dear «First\_Name» «Last\_Name»,

I hope this message finds you well.

I would like to invite you to a meeting at «Address\_Line\_1», where we will discuss opportunities for enhancing your performance and contributing to the overall growth of our business.

This meeting will focus on identifying areas for improvement, setting clear goals, and exploring strategies that will not only support your professional development but also align with our company's objectives. We believe that by addressing these areas, we can unlock your full potential and, in turn, positively impact the team and the business as a whole.

Please confirm your availability for the time, and feel free to reach out if you have any questions or need any further details.

Thank you, and I look forward to meeting with you.

Best regards,  
Owner of the company  
«Work\_Phone», «Email\_Address»

Edit Recipient List

Highlight Merge Fields Address Block Greeting Line Insert Merge Field

Rules Match Fields Update Labels

Preview Results

Find Recipient

Check for Recipient Changes

1

erred file that is temporarily stored on your computer. Save

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Subject: Invitation to Meeting for Performance Improvement and Business Growth

Dear Musaddiq Zaman,

I hope this message finds you well.

I would like to invite you to a meeting at Meeting room (G-31), where we will discuss opportunities for enhancing your performance and contributing to the overall growth of our business.

This meeting will focus on identifying areas for improvement, setting clear goals, and exploring strategies that will not only support your professional development but also align with our company's objectives. We believe that by addressing these areas, we can unlock your full potential and, in turn, positively impact the team and the business as a whole.

Please confirm your availability for the time, and feel free to reach out if you have any questions or need any further details.

Thank you, and I look forward to meeting with you.

Best regards,  
Owner of the company  
+92 333 111 222 5, abc123@gmail.com

Edit Recipient List

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Rules Match Fields Update Labels

Preview Results

1

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Subject: Invitation to Meeting for Performance Improvement and Business Growth

Dear Nabeel Amir,

I hope this message finds you well.

I would like to invite you to a meeting at Meeting room (G-31), where we will discuss opportunities for enhancing your performance and contributing to the overall growth of our business.

This meeting will focus on identifying areas for improvement, setting clear goals, and exploring strategies that will not only support your professional development but also align with our company's objectives. We believe that by addressing these areas, we can unlock your full potential and, in turn, positively impact the team and the business as a whole.

Please confirm your availability for the time, and feel free to reach out if you have any questions or need any further details.

Thank you, and I look forward to meeting with you.

Best regards,  
Owner of the company  
+92 333 111 222 5, abc123@gmail.com