

Email Writing - 1

Subject: Dr. Sudha Murthy On Campus!

Hi All,

I am writing this letter to inform you all on the session that has been scheduled on 5th February 2025, on the topic 'Importance of Time Management'. Basically, time management is the process of planning how to divide your time between different activities. It helps us to work in a smarter way.

In providing the session about the importance of time management, we have invited an educator, author, and philanthropist, Dr. Sudha Murthy, who is the Founder-Chairperson of the non-profit charitable organization Infosys Foundation. She is known for her greatest achievement in the social work and helped hundreds of people in training to deliver quality work and meeting their Time Management skills effectively. Her disciplined approach to daily routines, prioritization and focus on meaningful tasks makes her an ideal. As Dr. Sudha Murthy is known for her determined Time Management skills, her training session would be more helpful for our employees to build valuable insights on how to effectively manage time in a busy life.

On the process of inviting her to our campus, she has approved to visit our company with a chargeable amount of Rs.50,000. This sum of money is meeting our company's accounts norms and it is worth in investing for her session. This amount will be used for a good cause.

On behalf of our Training Management Team, I am inviting The Human Resource Manager, The Production Manager, and The Accounts Manager for this wonderful session by Dr. Sudha Murthy on the topic, 'Importance of Time Management'.

The session details are as follows,

- **Session topic: Importance of Time Management**
- **Date: 05-02-2025**
- **Speaker/Trainer: Dr. Sudha Murthy**
- **Venue: Conference Hall**

I am expecting all of your presence for the betterment of yourself and the company. The progress details will be shared after a Month.

Thanks and Regards,

Sylvia,

Manager

Email Writing - 2

Subject: Time Management Training Session

Hi Team,

I am writing this letter for reminding everyone on how to follow one of the valuable company's norms, time management. Basically, time management is the process planning how to divide your time between different activities. It helps us to work in a smarter way. It enables people to get more and better work done in less time.

In providing the session about the importance of time management, we have invited an educator, author, and philanthropist, Dr. Sudha Murthy. She helped hundreds of people in training to deliver quality work and meeting their goals effectively.

The session details are as follows,

- **Session topic: Importance of Time Management**
- **Date: 05-02-2025**
- **Speaker/Trainer: Dr. Sudha Murthy**

I am expecting all of your presence for the betterment of yourself and the company. The attendance and the progress will be shared to the management. The feedbacks will also be taken after the session.

Thanks and Regards,

Sylvia,

Manager