## Opdracht 1

Good news at Last

The company has not been in his greatest shape during the past few months. This, as many of you know, has made great impact on all of us. A lot of workers were threatened to lose their job. But, wonders might still exist! I am glad to announce that the company has been offered to work on a very important and huge order. We no longer need to fire people to maintain the company. Together we can make the company great again, by doing our best to finish this order. Due to the importance of this order, we can reassure your jobs for at least another three to four years.

## Opdracht 2

Dear Bernard Carrington,

Recently it has come to my attention that you have had a promotion on your job. Because of this, I am writing you this email.

Firstly, I would like to congratulate you on your success to become an export manager. I know you worked very hard for it and helped the company a bunch. You deserved it, man!

We should catch up some time to celebrate your success and have some drinks together. Write me back as soon as you’re able too, I bet you’re very busy as of now.

Love,

Rebecca Broens