# Q1:Message

Dear Isabella,

Thank you for requesting that you leave the office two hours early every day for your further study. Unfortunately, owing to a planned software project that will take our complete focus for the next year, we are unable to satisfy your request at this time. We have multiple deadlines to achieve, and allowing team members to leave early on a regular basis might jeopardise the project's success.

I understand that this may be disheartening for you , but please know that we appreciate your efforts to the team and want to support your academic endeavours in the future.

Thank you for your patience..

Sincerely,

SYEDHILALHUSSAIN

# Q2: Memo Writing

**MEMORANDUM**

TO: Employees of Building B

FROM: SYEDHILALHUSSAIN, General Manager

DATE: December 30,2022

SUBJECT: Electricity Shutoff From Next Thursday Morning

I wanted to let you know that on Thursday, June 10, all electricity will be turned off between 10 and 11 a.m.This closure is necessary while crews connect a major power line between Building B and the street.You will need to plan your work so that you can avoid using any electric gadgets during this time because there will be no energy available.

Please be advised that everyone will be held accountable for completing the day's critical tasks, and the power outage will not be used as an excuse to work extra in the afternoon.

We appreciate your patience and cooperation during this temporary inconvenience because new fluorescent lights will be placed within the following month.

# Q3: LETTER

# LETTER

# Syed Hilal Hussain

# Project Director, 2x660 MW Coal-Fired Power Plant

# Clifton , Teen Talwar

# Karachi, Sindh 75620

# +92-33234453451

# syedhilalkhan64@gmail.com

# January 01, 2022

# Mr.Ali

# Senior Surveyor

# Project Director,2x660 Mw Coal – Fired Power Plant

# FB Area Block-06 Building No.5, Hamza Square

# Karachi 75620

# 

Dear Mr.Ali:

I hope this letter finds you in good health.

I'm writing to alert you about a mistake in the lowering level/elevation data for the 2x660MW Coal-Fired Power Plant project.After evaluating the readings, it is clear that an error exists that must be corrected.We suspect the inaccuracy was caused by a fault with the surveying equipment or a clerical error during the data entering procedure.

We highly recommend that the poll be re-conducted to verify the project's correctness.

We recognise that this will cost more time and work, but we feel it is vital to ensure the project's success.

Please let us know if you have any problems or questions concerning

Sincerely,



Syedhilalhussain

# Q4 Cover Letter

# COVER LETTER

Syed Hilal Hussain

Clifton, Teen Talwar

Karachi, Sindh 75620 +92-323224545

syedhiall@gmail.com

December 29, 2022

Mr.Ali

HR Manager

Techlogix Internationals

Defence Area Block-2 Building No.2, Raza Square

Karachi 74600

Dear Mr. Ali:

I'm writing to express my interest in the position of Senior Software Engineer at Google. I am confident in my abilities to contribute to your team as a seasoned software engineer with over 10 years of experience, including knowledge in artificial intelligence (AI) and specialised skills in frameworks such as TensorFlow and PyTorch.

Throughout my work, I've built a solid foundation in software development, focusing on technical skills like Java, Python, and JSON. I'm also well-versed in AI-specific abilities including machine learning, natural language processing, and computer vision. In my present employment at OpenAI, I've been working on AI deep learning research connected to global warming, which has allowed me to broaden my knowledge and abilities in this area.

In my previous work at [Current Company], I successfully led the development of various challenging software projects, including the creation of an AI-powered customer care chatbot. This chatbot reduced contact centre volume by 25%, freeing up workers to tackle more complicated enquiries and improving customer satisfaction.

I'm also pleased of my work on an e-commerce company's AI-powered recommendation engine. This project increased sales by 15% since the recommendation engine was able to customise product recommendations for each unique consumer, resulting in improved conversion rates.

I am thrilled by the prospect of joining Google and contributing to the creation of revolutionary software solutions. Your organisation is well-known for its AI leadership, and I feel that my abilities and expertise are a good fit for your requirements.

I would appreciate the opportunity to discuss how I might help to Google's success. Please see my resume and feel free to contact me at [Insert contact information].

Thank you for taking the time to examine my application. I eagerly await the opportunity to share my qualifications with you more.

Sincerely,

*hilal*

Syedhilalhussain