**AN E-MAIL INTRODUCING A NEW EMPLOYEE**

| **To:** All Employees |
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| **From:** Laura Fields |
| **Subject:** New Employee: Roy Barnes |
| Dear All,  As of today, we have got a new employee in the company. His name is Roy Barnes and he will be working as a support technician. He is 23 years old and he is from Yorkshire. His previous position was with an electronics company near Leeds.  I'm sure we all wish Roy good luck in his new position.  Best wishes,  Laura Fields  Human Resources Assistant |

**1. Read the introduction e-mail and answer the questions.**

1. **Who is the e-mail to?** All employess
2. **What is Laura’s position?** Human Resources Assistant
3. **What is Roy’s new position?** Support technician
4. **Where has Roy worked?** Electronic company

**2. Write an e-mail introducing a new employee. Follow the instructions below. Use the Useful Language to help you.**

• State the employee's name and position in the company.

• State where he / she comes from and his / her relevant previous experience.

• Add a friendly comment.

**USEFUL LANGUAGE**

His / Her name is ...

He / She is a new / the new ..

He / She is (originally) from ...

His / Her previous job / position was ..

He / She used to work ..

He / She will be responsible for ...

He / She will oversee ...

We all wish ... good luck in his / her new position.

| **To:** Lourdes |
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| **From:** Adrián Gómez Márquez |
| Dear Lourdes,  Today, we have a new partner in the company. His name is Ryan Gosling and his new position will be helpdesk technician. He doesn't have experience in the industry. Previously he worked as an actor in different movies but he decided to turn his life around and try something else.  We hope he settles in soon and we will try to help him.  Best wishes.  Adrián Gómez Márquez  Human Resources Assistant |