

**N**ame: Muhammd Sherjeel Akhtar

**R**oll **N**o: 20P-0101

**A**ssignment **N**o: 3

**S**ubject: TBW

**S**ubmitted **T**o **R**espected **M**aam:  
**Noreen Shah**

From,

The Principal,

Ali Ahmad

Army Public College,

To,

The Chief Executive,

Unilever Corporation,

6<sup>th</sup> Road, Rawalpindi.

Punjab, Pakistan

Dated: 10<sup>th</sup> march, 2022,

**Subject:** Invitation For The Guest Speaker In The Seminar Of Our College,

Dear sir,

With due respect, it is stated that we are arranging an event related to career counseling. As you are well familiar that our college is mainly of the Computer Science. So we are arranging this seminar to introduce them to the firms and organizations in which they can apply for the job after the graduation.

As you are well familiar with the rising trends in the society. With rapid increase in education, the need of proper counseling is also increasing from time to time. Therefore, we are arranging these kinds of event and hopefully we will arrange such kinds of events in the future too.

As per informing you about the timings and location of the event, the event is going to be held in the Main Auditorium of our college. The venue is present just in front of our college. The starting time of the seminar is 8:00AM.

Hopefully, the students will get to learn a lot from your experience and about the different circulating trends in the society.

Regards,

The Principal,

Army Public College,

Signature: Ali Ahmad.

Dated: 10<sup>th</sup> march, 2022.

From,

The Chief Executive

Unilever Corporation,

6<sup>th</sup> Road, Rawalpindi

To,

The Principal,

Army Public College,

Murree Road, Rawalpindi

Punjab, Pakistan

Dated: 11<sup>th</sup> March, 2022

**Subject:** Confirming The Presence At The Seminar

Dear sir,

With due respect, it is stated that we have received your invitation and we are pleased to be a part of this seminar.

No doubt the the quality of education is becoming even better from time to time. Student now a days need a quality counseling in order to pursue a suitable career in their life.

I will be there by 7:30AM. In addition, to it the hirings in our company also started. So we are looking for fresh quality graduates for the job. By tomorrow, I will also announce the job opportunities available in our organization. No doubt, it is the age of competition and your college have a very good reputation, I will try to consider the graduates of your university in top priority.

In addition to it, do inform me If you want me to talk about specific topics of your choice. Also, try to arrange proper camera setups for the seminar so that this information can be used later on whenever needed for a student.

I am grateful that you have invited me and I am hopeful that this seminar will be a good learning opportunity for the students.

Regards,

Chief Executive.

Unilever Corporation,

Signature: CEO

Dated: 11 March, 2022

