



**ATILIM UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
DEPARTMENT OF MODERN LANGUAGES
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ENG302 PORTFOLIO - *Suggestion Letter*

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Section: 5

Suggestion Letter

Dear Sir/Madam

As you know, we have been experiencing a great decline in our company sales recently. These days, our sales manager, Mike Armstrong, caught my attention with his ineffectiveness on the business. My research on his job performance revealed that he had no influence on the sales team, was unable to organize them, and had trouble setting clear goals. In addition, the team he works with is also very complaining about this situation. Employees argue that it reduces their job performance and affects them badly.

When we move forward in the light of the mission of our company, what a successful Sales Manager should have is the ability to plan and implement sales strategies, and to be successful in guiding the sales team. In addition, it needs to be professional and resourceful in customer relations so that it can provide customers with a quality service and increase customer retention. In addition, it is imperative that he be able to organize the team he will work on well. Ruth, Kazuo, Eduardo and Martina are three key candidates who could take over the job from Mike.

With all this information, I believe that he will replace our current Project Manager with another Project Manager who is more experienced, more professional, and whose experience we will benefit from. In this process, I took four candidates into consideration. After considering a certain amount of time, I'd like to nominate Ruth, who I think is secular, as the next Project Manager to our company. The most important aspects are that she has a strong leadership spirit

and likes difficulties in achieving goals, she is a tough and ambitious person who does not hesitate to work. She likes to be able to organize her team and lead them. Human relations are highly developed. In addition, we can see that he is a controlled person by constantly checking his colleagues.

I am sure you will examine this situation in more detail. I hope that these suggestions in the new Project manager decision-making process are helpful. I appreciate your valuable time and attention