

Portfolio Explanation

The included letter and memorandum demonstrate my ability to produce workplace documents that meet professional standards. The letter follows a standard block format, includes correct organization, and delivers its message clearly and concisely. The memorandum has a clear subject line, short paragraphs, and an appropriate conclusion.

Both examples reflect professional tone, formatting, and attention to the specific audience. These qualities are essential in workplace communication, where documents must convey accurate information and have clear and organized goals.