Roll No:- 27 Class:- FYCS

Subject:- IT TOOLS

Practical 4:- Writing EMAIL

Email-Prac4 - Notepad File Edit Format View Help To: Gautam Mandaliya <gautamman2906@gmail.com> From: Rahul Mohite Subject: Invitation for the Staff Party Dear Mr. Gautam Welcome to the Company! It is a pleasure to welcome you to the team of Organiser at J.J.Company. We are excited to have you join our team, and we hope that you will enjoy Working with our Company. On the last Saturday of each month we hold a special staff party to welcome any new employees. Please be sure to come next Week to meet all of our senior staff and any othger new staff members who have joined recently in this month. You will receive an e-mail regarding the same with further details. If you have any questions during your training period, please do not hesitate to contact us. You can reach me at my email addess or on my office number at 022-2833-1000. Warm Regards, Rahul Mohite (Head of Organiser Staff) rahulmo123@abc.com Tel: 022-2833-1000





