

## UNIT 1 AN E-MAIL INTRODUCING A NEW EMPLOYEE

1. To all employees.
2. She is Human Resources Assistant
3. His new position is Support technician
4. Near Leeds

Email

To: All employees  
From: Enrique Martinez  
Subject: New employee Nina Millan

Good morning

This week we are going to have a new member in our team.

Her name is Nina Millán, she came from Madrid.

She is junior programmer, this is her first job, because of that she will be working with our Senior Programmer Francisco Perez.

I'm sure we are going to help her and make her feel welcome.

Best wishes,

Enrique Martinez

Human Resources Assistant