Frank Email:

1. His subject is unclear and looks very informal
2. The subject to whom he is writing is unclear
3. He is complaining about his college and blaming others for his cause.
4. Using of Caps Words.
5. The letter is too informal

Date: 1/14/2019

To: Human Resource

From: Frank

Subject: feedback on employee annual review

The report of the annual review needs to be rechecked. I find the review to be incorrect and unappropriated. I have always been a part of the team to finish any work by the deadline, and also it has been great. There have been some issues with few coworkers, but it hasn’t seen in my efficiency.

I feel like we need to talk on this. Also, I think the company is lacking social environment for healthy relationship between employees.

Thank You

Frank

2. BioNextGen:

Date: 1/14/2019

From: Sharon Vonn, Branch Manager, Chicago

To: Harmon Young, CEO

I extremely apologize for not being able to meet you. I was in medication and some other administrative staff had already gone home by that time. We are trying our best to increase the sales of our medicine in Chicago.

We have entered in the new scheme of meeting the target. Including our managers and salespeople, if they manage to meet their target, they can get remaining time of the month off. And this scheme is working even better than paying straight base salary.

We are working more than our full time, to increase the revenue of our company and you will see the result of our new scheme soon.

Sincerely,

Sharon Vonn

3. Email to a lecturer

Date: 01/14/2019

From: Rochak Kunwar

To: Brother Fisher

Subject: Making of the Absence Class

Brother Fisher,

I am sorry to say that I will not be able to submit an assignment for Wednesday. Because of my relative death, I must attend the funeral on that day.

I was thinking if I can submit that assignment one day late or in another class. If there is any way I can make up for my absence day that will be even better. I will meet you in the office after I will be back on campus. I hope you will understand.

Thank You

Rochak Kunwar