Writing Task #3

Proposal e-Mail Writing

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COMM 1085

[Johnstone Amanda](javascript://)

March 15, 2018

To: Jatinder Pal Singh

From: Sarav Kular

Subject: Enhancing Productivity through Telecommuting

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Dear Mr. Jatinder Pal Singh,

Since the declaration in a week ago gathering that we should recognize approaches to lessen the number of everyday workers, I've thought about a few conceivable alternatives. I accept work from home couldn't just decrease my number of drives yet increment my profitability as well.

One part of this activity is coordinating investigation and organizing showcasing reports; For Example, step by step item offering arrangements and stock reports, contenders' new record investigations, also, providers' new item reports. Setting up these reports effectively requires a day of continuous time. With my present work routine and having bargains agents haphazardly calling for advertising exhortation consistently, I am influenced get these reports masterminded in time for Friday's advancing overseers' social event.

Working from home on Wednesdays would enable me to focus on setting up these reports and organizing item requesting and showcasing systems without diversions. On Thursday morning, we could talk about the business reports and promoting plans prior to Friday's gathering. This arrangement still enables deals delegates to get in touch with me four days every week.

Would we be able to talk about the advantages of my working from home amid our Monday meeting? By then I should know how soon I could get the gear and programming expected to prepare a home office to process data and to speak with suitable workforce adequately.

Sincerely,

Sarav Kular

Reference:

Polman P., Boost Productivity through Telecommuting. Retrieved on 16 March, 2018 from

<https://www.forbes.com/sites/ianaltman/2018/01/23/boost-your-productivity-through-telecommuting/#543558ed4d3b>