


**Willingness letter format to continue the job**

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**Next**

### Sample Internship Request Letter

Name of the sender  
Job title  
Company name  
Address  
Contact details  
Email details

Date – DDMM/YYYY

To,  
Name of the Receiver  
Job Title  
Company name  
Address  
Contact details  
Email details

Subject: .....

Dear .....

I ----- (name of the student) studying at ----- (college name) in the ----- (mention year) would like to join your esteemed organization for internship. The internship is for ----- (mention the time) and your company seems to be a perfect fit for the program.

As a part of my academic achievements and credentials relevant to the course, I would like to complete the internship as a requirement of the course. I am also attaching the list of documents, academic credentials and achievements relevant to the profile, which can be used as a reference to look in detail.

Kindly, consider my application and have a look at all the documents and please let me know the process further. I will be looking forward to your response on the mail.

Yours Sincerely,

Your Name



February 20, 2013

Small CarHRDEST2013/Feb/809018

To whom it may concern

Mr. Yashesh Sanjaykumar Shah (P.No.809018) joined Tata Motors on February 21,2012 as Diploma Engineer Trainee for a period of one year.

Mr. Shah has been released from the services of the company w.e.f. February 20, 2013 after office hours upon completion of his engagement period. His last drawn monthly emolument was Rs.10,004/- only.

We wish him all success in his future endeavours.

His provident Fund Number is GJAHDI55196979618

For TATA MOTORS LTD

  
Sun Prakash  
Sr. Manager  
Human Resources  
Small Car



TATA MOTORS LIMITED  
Registered Office: New Wing, 1st Floor, 4000th Street, Chennai-600 008, India  
Tata Motors Limited, 4000th Street, Chennai-600 008, India  
www.tatamotors.com

PersonalLetter.net

### SAMPLE LETTER FOR READMISSION

**To the Johnson University Board of Disciplinary Hearings**

I hope that you are all doing well. About two years ago, I came before your committee on a charge of underage drinking and reckless actions. I had been foolish in thinking that my actions were completely harmless, and due to my carelessness, another classmate of mine ended up in the hospital. For the past two years, my choices have haunted me, and I know that the school was justified in expelling me from the campus. However, I have taken the past two years to reflect on my actions and grow as an individual, and I hope that this sample letter for readmission can demonstrate my dedication to returning to my studies.

When I first matriculated into the University, I was focused more on the social aspect of college that I had seen on TV. I paid very little attention to the privilege that I had in terms of being able to attend higher education in the first place. When I was expelled from school, I had to find a job and start working on every single thing that I had. I realized that this was the true reason why I wanted to attend college – I wanted to improve my prospects in the future and build a career based on the knowledge that I would gain from my college studies.

I hope to be able to return to Johnson University to start my studies anew, this time with a renewed focus on my studies and opening my mind to new perspectives and modes of thinking. These past two years have helped me to mature into a person that better understands my responsibilities as well as my obligations to my community, and I hope that you will give me another chance to study at your university.

Sincerely,  
Dylan Knowles

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into by and between:

The \_\_\_\_\_ a duly registered and recognized HIGHER EDUCATIONAL INSTITUTION, with postal address at \_\_\_\_\_, represented by its ACADEMIC DEAN, \_\_\_\_\_ hereinafter referred to as the "EDUCATIONAL INSTITUTION",

and

The \_\_\_\_\_, a Government office existing under the laws of the REPUBLIC OF THE PHILIPPINES, with address at \_\_\_\_\_, represented herein by its \_\_\_\_\_, and hereinafter referred to as the \_\_\_\_\_.

WITNESSETH that:

WHEREAS, the EDUCATIONAL INSTITUTION is offering courses in \_\_\_\_\_ and has instituted an ON-THE-JOB TRAINING PROGRAM wherein qualified students will undergo training prior to graduation in order to be adequately familiar with actual \_\_\_\_\_ to augment their formal training;

WHEREAS, the EDUCATIONAL INSTITUTION proposes that its students be allowed to undergo On-the-Job Training Program at the \_\_\_\_\_, which proposal was accepted/approved by the latter, subject to terms and conditions provided for in this Agreement (the On-the-Job Training Program);

WHEREAS, The \_\_\_\_\_ agreed to accept students of the EDUCATIONAL INSTITUTION as trainees at its various facilities in support of the EDUCATIONAL INSTITUTION'S On-the-Job Training Program and complement existing Criminology curricula to match law enforcement demands;

NOW, THEREFORE, for and in consideration of the foregoing premises, the EDUCATIONAL INSTITUTION and the \_\_\_\_\_ agree and stipulate the following:

A. The EDUCATIONAL INSTITUTION SHALL:

- 1. Designate a Program Coordinator who will supervise the On-the-Job Training Program and coordinate with the \_\_\_\_\_ various activities under the On-the-Job training program;
2. Pre-select and recommend qualified students who will undergo the training taking into consideration the requirement of the \_\_\_\_\_ in terms of qualification and number of trainees needed, it being understood that only students taking courses wherein training is an academic requirement can be recommended;



Small Car/HRD/EST/2012/Feb/805842

February 14, 2012

To whom it may concern

Mr. Yashesh Sanjaykumar Shah (P. No. 805842) joined Tata Motors on February 14, 2011 as Technician Apprentice for a period of one year.

Mr. Shah has been released from the services of the company w.e.f. February 13, 2012 after office hours upon completion of his engagement period. His last drawn monthly emolument was Rs. 9,000/- only.

We wish him all success in his future endeavors.

For TATA MOTORS LTD.

Abhay D. Joshi
Asst. General Manager
Human Resources
Small Car

TATA MOTORS LIMITED

Revenue Survey No 1 Village Northokpura Taluka Sanand Dist Ahmedabad (Gujarat) Pin 382170
Registered Office Bombay House 24 Horni Mody Street Mumbai 400 001

How to write willingness letter. How to write willingness letter for job. How to write a letter of continued interest for a job. Willingness letter format to continue the job which is teacher.

A letter of appreciation of employees, sometimes called a letter of thanks or thanks, is a formal, semi-formal or casual letter that an employer gives to an employee to express gratitude for their hard work. Write a letter of appreciation when an employee behaves beyond your expectations. For example, letters of appreciation can recognize and thank employees for completing well-executed projects, going beyond their professional responsibilities or achieving a specific performance target. Why? Why? Are letters of appreciation for employees important? Transmitting your sincere appreciation to an employee is important because... Let them know you appreciate their work. Employees who feel appreciated and respected are often happier and more motivated to work hard to achieve business goals. Demonstrating employee appreciation also creates a stronger team bond and a healthy corporate culture, which helps reduce turnover rates. In fact, according to an Effects survey, the 30% of people who left work within the first six months said that recognizing more for their unique contributions could help them stay longer.\* It is also by encouraging good behaviour and qualities in the letters of appreciation that employees are shown what they would like to see more in the workplace. Letter of appreciation Here are the points to write a letter of appreciation of employees: 1. Formatting your letter The layout of the letter will depend on why you are thanking an employee. If "grace" is for a more random event as a quick favor, an email might be enough. For example, if an employee has come early to help you prepare an event, an appreciation email can be effective. Include the "Thank you" or a similar phrase in the subject line so your employee has an idea of the purpose of the email. It is however, if you recognize an employee for a more significant contribution, such as an employee who is completing a difficult project that led to signing a large account or in addition to organizing a last-minute event, a typed or handwritten letter is more appropriate. 2. Include what, why and how details the purpose of a letter of appreciation is to let an employee know that they have performed exceptionally on a specific task and to encourage them to keep up the good job. Referring to specific events helps employees understand exactly what behaviors to model forward. It's starting your letter by letting the employee know what you recognized and explaining in detail what they did to earn praise. For example, they might have offered to help a colleague complete a project with his or her due date or volunteer to represent the company at a weekend job fair. Once you have identified what they have done to earn praise, explain why their actions have affected you. For example, helping another person finish their job on time shows their willingness to assist others even when it is not part of their job, and volunteering for extra work shows their dedication to the company. It also explains the significance of their actions and how they have contributed to the improvement of your team or company on a larger scale. If you explain clearly how their actions have positively affected others and benefited the company, they are more likely to continue making decisions that improve your workplace culture. That's the thing, why and how they can be three separate paragraphs and will vary in length depending on how much detail you choose to add. Related: How to motivate your employees is 3. Mention their unique qualities when explaining the details of your employee's impressive behavior, mention how their abilities and positive traits directly influenced their success. This recognition makes them feel good with themselves and helps them identify strengths that should continue to build. 4. Being enthusiastic about their future besides emphasizing the results of your employees, add a phrase or two channeling your excitement for the future results and success. When an employee receives encouragement, they are 128; they are more likely to challenge themselves and feel more tied to the company. 5. Being personal and of course sincere Dealing with the employee by name and hand signing the letter are two ways to add a personal touch. Finish your letter with "thank you," "thank you again226;" or a similar phrase, and sign your name. ' employee appreciation letter templates The formality level will depend on circumstances, company culture and your relationship with employee. For example, if your company has an informal and relaxed culture, a more casual letter of appreciation makes the most sense. If your company has a more formal business culture, then a letter to formal appreciation is probably what you'd would like to go for. ; 160; Refer to these three models appreciation letters to help you write your own in the appropriate format: . 160; model of letter of formal appreciation Caro [mpiesqte226; venom]. 160; I would like to express formally and sincerely my gratitude for the amazing work you have accomplished [inserting what the employee has done that deserves recognition]. Your [inserting employment--the admirable qualities that have directly contributed to their realization] are impressive and show an exceptional discipline and dedication to this company. Your actions have directly influenced the company to [insert how the occupation a 128; s the actions have benefited the team or company at a higher level]. I want you to know that I appreciate the commitment you've made in your work. You're very popular as part of this team. . 160; Again, thank you for your hard work. I look forward to seeing the results and future successes! [your name and surname] [your name and name] [your name] [your name and your name] [your name] [your name] [your name] [your job] [your company] 160; thank you for the incredible work you did with [inserting what the employee did that recognition]. A YoursItem226; 128? It shows how disciplined you are and how much you care about this team. Your work has led to [insert as employment is 128; actions have been for the team or company at a higher level]. I want you to know that you're appreciated on this team. We are so lucky to have you! D 160? Thank you again for all your hard work. Cannot wait to see your future successes! Frankly, I just wanted to say thank you for your help with [insert what the employee has done that deserves recognition]. Your [insert employment-- admirable qualities that directly contributed to their realization] has shown clearly! The time and effort you put in [insert how employment actions have benefited the team or company at a higher level]. We really could have done it without you! Thanks again! [Your first name] Examples of employee letters of appreciation Use these sample letters of appreciation to help guide your writing: It is 160; samples of the letter of formal appreciation Dear Mary, 160; I would like to formally and sincerely express my gratitude for the amazing work you have done with the new release of the product last week. D 160? Your extraordinary work that changes the entire copy in the manuals, brochures and website shows your experience, the ethics of outstanding work and commitment to our company 128; it happened. D 160? Without your willingness to pause your other work and take on such a great responsibility and workload, we would have lost our due date. The whole team and the company are incredibly grateful for you. D 160? Once again, thank you sincerely for your record hard work. I look forward to your future success with our company! 160? Sincerely, Amy Hanson Product Team Leader Larson Manufacturing Caro Shance, 160; I would like to formally and sincerely express my gratitude for the extraordinary work you have done this week after taking on the role of team leader the social media marketing project. It was a new level of responsibility and leadership for you, and you did an outstanding job in team organization, tasks delegation and overseeing the entire project until successful completion. A Your ability to face unexpected challenges and collaborate so well with the rest of the team is impressive and demonstrates an exceptional critical thinking ability and a true dedication to this company. A A Your production of a social media well executed. The campaign directly influenced our parameters, increasing our online presence by 20% in the last month. I want you to know that I appreciate the amount of effort you've put into your work and I see a great potential in you. A Once again, thank you for working so diligently and helping to bring your team to success! I look forward to seeing your future successes at our company. A Sincerely, Michael Walker Marketing Director Social Experiment, Inc. Example of semi-formal appreciation letter Dear Javier, I want to thank you for the incredible work you did yesterday with the Smith-Michael proposal. Other departments to get the necessary data in advance and additional effort you put in this project shows me your amazing teamwork and leadership skills. A You have contributed to present the company as professional and efficient, that our potential customers appreciate as much as we do! I've already received an e-mail saying they're reviewing our proposal. A Thanks again for all your help and for motivating everyone to complete the job. We've all learned from your success! Condiaily, Bill Marks Casual letter of sample appreciation Hello Samantha, I just wanted to thank you for having accompanied our guest speakers during the event last weekend. I saw you bring drinks to people and their presentation materials. A E Your care and attention to detail have been clearly demonstrated! A E Your help has allowed me to focus on the setup AV equipment and audio checks in progress. A number of speakers personally tell me how helpful you have been. The event went so well. We couldn't have done it without you! Thanks again. Mark Employees appreciate the letter template for PDF & Word Check our employee appreciation letter template to help keep your employees motivated and happy at work. Download PDF for Free Download Word for Free \*Indeed provides these examples as a courtesy to users of this site. Please note that we are not your HR or legal advisor, and none of these documents reflect current regulations on work or work. regulations.

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