



Human Resource Letters

Summary

- ❑ Introduction to Human Resource Letters
- ❑ Types of Letters
- ❑ How to write an effective letter
- ❑ Exercises

Here's What We
Will Be Learning
in this
Presentation:



Vocabulary

Prospective: expected or expecting to be the specified thing in the future. For example: A prospective buyer, a prospective employee...

Concise: giving a lot of information clearly and in a few words; brief but comprehensive.

Recommending: put forward (someone or something) with approval as being suitable for a particular purpose or role.

Traits: a distinguishing quality or characteristic, typically one belonging to a person.

Dismissal: the act of ordering or allowing someone to leave.

Regrettably: unfortunately (used to express apology for or sadness at something).

To word something: to write something carefully.