



EP Clothing
Sleek & Stylish

Job #10 Mail Merge Letter



EP Clothing
Sleek & Stylish

Directions: You are going to send out a letter to several employees explaining how EP Clothing will be holding a job orientation for some new employees. These three employees should get letters that look personalized so they feel welcome to the EP clothing team. Mr. Boss has jotted down what he wants on the letter and you need to take this and make it into a professional business letter (block style, closed punctuation- just like Job #2 and Job #6). The three people that need the letter are listed in a table on the back. You will print all three letters to the three people and hand them in.

Date
(4x)

Address Block
(2x)

Dear , (Title) (Last Name):
(2x)

Welcome to EP Clothing! We are so excited to see you have joined the team. EP Clothing is a fast-paced, exciting work environment and we know you will fit in well.

(2x)

We are having an orientation Friday, March 18, 2011 at 8:00 a.m. Please bring three types of identification to help fill out forms. You will be listening to many of our wonderful employees talk about their experiences at EP Clothing and having a lunch at 12:00 noon. It is all on us!

(2x)

Your job training will then start the following Monday at 9:00 a.m. Have a great week, (First Name), and we can't wait to see you!

(2x)

Sincerely,
(4x)

Your Name
Administrative Assistant