

To : All heads of departments
From : Michael HENDRIX
Date : 5 February 2021
Subject : MEMO - Upcoming visit of an inquiry commission

Dear collaborators,

I am writing to inform you of an imminent inspection of all services regarding our company's working conditions.

On that occasion, I insist on the importance of respecting every security rules to the letter.

I would also like to remind you of paying very close attention to any sign of overwork or exhaustion from your team members.

Whenever needed, I encourage you to proceed to any reasonable planning adjustments for struggling employees, and more especially for pregnant women or mums of children under 4.

Thank you for your collaboration.

Best regards,

Michael HENDRICKS, CEO.

Forme 5 pts : expéditeur, destinataire, date, sujet, salutations, formule de clôture, formule de politesse, nom et position expéditeur (signature).

Idées 5 points (contenu)

Anglais + mise en page 10 points : grammaire / syntaxe (3), richesse vocabulaire (3), registre de langue (2), orthographe / ponctuation / layout (2).