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SAMPLE DECLINE LETTER

«Name»
«Title»
«Organization»
«Address1»
«Address2»
«CityStZip»

Dear «Salutation»:

At its meeting on «BoardDate», the Board of Trustees of The XYZ Foundation carefully considered your request «RequestedAmt» for the «ProgramName» to «Description». However, the proposal was not funded.

This action is not, of course, a reflection on the value of your program. It only indicates that the Foundation’s funds are limited.

The Foundation receives many more requests to participate in funding endeavors than our relatively limited resources will permit. This leads to difficult decisions in establishing priorities and means that a number of important activities, such as yours, cannot be supported by the Foundation at this time.

We are appreciative of the information forwarded to us and of the time and effort expended in preparing the application.

Although the Foundation cannot be of assistance, we do wish you success in securing the funds from other sources.

Sincerely,

Interview Rejection Letter

To,

Nathan Bradley

1111-Florence road, Eastside Avenue

Princeton, London

United Kingdom

Date: 10th June 2014

Subject: interview rejection letter

Dear Mr. Nathan Bradley

I, Jonathan McAdams, the senior HR manager at Yen and Yin Corporation am writing this letter to you with reference to your job interview for the position of a marketing manager at our company. I am really sorry to inform you that you have been rejected and the position has been given to another candidate.

I understand that this post was important for you but our interviewers decided on another candidate who was a little more experienced and qualified than you. There is no doubt about that fact that your skills perfectly suit this post but we were looking for someone who had spent time at a manufacturing firm before. We observed that you had only worked at IT service providers till now and this is the main reason for our decision. Hope you will take it in your stride and try again some other time.

I would like to inform you that we have added you in a probable list for the marketing positions that open up in the future. Thanks for applying at Yen and Yin Corporation and wishing you all the best for your future.

Thanking you

Sample Briefing Note

Issue:

Key Messages:

- Public servants provide quality services to Nova Scotians and as an employer, we are committed to recognizing them for their contributions.
- This award recognizes employees for the outstanding achievements and contributions they make in support of our department's business objectives and priorities.
- Both formal and informal recognition activities contribute to a supportive work environment and support our efforts to attract and retain skilled, committed and accountable employees to the public service

Background:

- Results from the Government of Nova Scotia’s employee surveys indicate that there are improvements to be made in the area of employees feeling recognized for their contributions, employees feeling valued, and employees being engaged.
- Nova Scotia’s Corporate Human Resource Plan 2005-2010 has identified being a preferred employer as one of it’s five goals. To achieve this goal, the Public Service Commission (PSC) has developed a corporate attraction and retention framework, which includes developing an effective employee recognition program.
- The Corporate Human Resource Plan also identifies providing a safe and supportive work environment for employees as one of its five goals. To achieve this goal, the PSC has adopted the National Quality Institute’s (NQI) comprehensive healthy workplace model. Under the NQI model, employee recognition is encouraged as a means to creating a positive workplace culture and supportive environment for employees.
- Improving government’s attraction and retention efforts creates winning conditions for competition for employees within the global marketplace. By providing workplaces where employees feel valued, engaged and committed to public service, government contributes to making all Nova Scotians feel healthy, safe and supported.
- Research reveals that recognition and appreciation contribute to employee engagement. Employees who are engaged are satisfied with their work, are more likely to stay with the organization, are more likely to promote government as a great place to work and will provide a higher level of service to Nova Scotians.

FAX COVER SHEET

RECIPIENT:

TO: _____

FAX NUMBER: _____

SENDER:

FROM: _____

PHONE: _____

TOTAL PAGES _____(including cover sheet)

DATE:_____

MESSAGE:



REQUEST FOR PROPOSAL:
DIGITAL & EMAIL MARKETING SERVICES

Date Issued: September 7, 2017
Due Date: September 22, 2017

Conscious Capitalism's purpose is to elevate humanity through business. To do so requires the steadfast commitment of conscious business leaders who aspire to create a world in which capitalism is both practiced and perceived as a force for good. Conscious Capitalism, Inc. (CCI) is the nonprofit organization dedicated to providing business leaders with the critical insight and motivation to realize such a world.

Scope

A key factor in advancing the Conscious Capitalism movement is converting our growing audience into active community members that participate in CCI programming, especially CCI's two principal events, the Annual Conference and CEO Summit. CCI is seeking a digital marketing agency to assist the organization following critical marketing activities:

- Email direct response (Constant Contact experience a must)
- Landing page development and website SEO
- Social media campaigns spanning CCI's LinkedIn, Facebook, Twitter accounts
- Digital advertising with online media partners
- Reporting on relevant metrics and KPIs

Budget

We are seeking proposals based on \$1500-2500/month retainer, covering strategy development and tactical implementation of campaigns promoting two major events per year: *Annual Conference* (typically in mid-April) and fall *CEO Summit* (typically in mid-October). Media budgets will be determined based on projected program ROI.

Event Details

Conscious Capitalism's CEO Summit is a multi-day, invitation-only event limited to a group of high-quality, carefully curated conscious leaders who come to learn with and from each other. These leaders run businesses that have deeper purposes beyond just maximizing shareholder value. They share common goals to create value for all of their respective stakeholders and to develop cultures that energize and unify those stakeholders to bring their conscious businesses to life. The event is held in Austin, TX and 700+ of participants are CEOs of companies with more than \$5 million in annual revenue. Though participation is currently capped at 225, we are exploring ways to expand the size of this event while simultaneously maintaining its intimate setting and executive focus.

I would appreciate if you could offer me an educational discount. Here's how to do it: Always devote one email to one topic. Where it's appropriate, emphasize the key information with bold or italics, just don't overdo it. Check grammar and spelling. Avoid playing with different colors and using all caps. Subject line This is the crucial part of your email which defines if a person actually opens it. Try to make your subject line clear, specific, and to the point. If you feel uneasy about crafting such messages, we're here to help! In this article, you'll learn how to write a formal email, what is a formal email format, and how to make sure your message is clear and professional. Email example 1: Announcement Subject: Meet the new Customer Support Representative Dear team, I am pleased to introduce you to [Name] who is starting today as a Customer Support Representative. Thank you for help and feedback. Here's how to end a formal email: Please let me know by Friday, August 15th if you'd like to speak at the conference. Here are the key components your message should contain. If you'd like to make emailing more fun and pleasant, try our email client Spark. Please note that these samples are for reference only, and we recommend you adjust them to match the tone and level of formality appropriate for a particular recipient and occasion. Double-check the recipient's name and email. Learn more about creating a professional email address. Looking forward to hearing from you! Best, [Your name] Email example 5: Complaint Subject: Complaint regarding the quality of the headphones Hi there, I purchased the headphones at Perfect Music on Monday, August 11. 4. If you're writing from a personal email, your address should look like that: firstname.lastname@example.com. Your email checklist before sending Once you've crafted your email, there is a couple of things left to check: Make sure your email address is appropriate. Make sure you're writing to the right person and spell their name correctly. Provide a recipient with any additional information they need to reply. At the beginning of your email, greet a person by name. State the purpose of your email clearly so a person can understand why you're emailing them and how they can help. Your goal is to make your email as structured and easy to skim as possible. Email greeting How to start a formal email? With 10 years of experience in the mobile industry, I have a lot of insights to share with your audience. We also want to offer you a 10% discount for your next purchase in our store. Unfortunately, the staff refused to replace the headphones or return my money although I provided the receipt. I hope to have this issue resolved and get my money back, otherwise, I will have to take further actions. Please use this promo code to get a discount: [link]. Formal email closing The formal email closing tells a recipient what's next. I'm still interested in writing a guest post about the best UX practices for dating apps. Don't forget to attach files. Best regards, [Your name] [Job title] [Contact details] Learn more: How to write an apology letter Let's summarize the main principles for writing a formal email. I'm a full-time student at the University of Texas and I'm very excited about your event, but unfortunately, the ticket price is too high for me. For example: Marketing Budget Q4: Please review till August, 31 Meet the new VP of Engineering Spark for Android: First impressions from our users Requesting a vacation for Aug. 10-20 2. If your research wasn't successful, use a generic salutation like "Greetings." If you need more help with picking a proper salutation, check the best email greetings and the ones to avoid. Value the reader's time. Email body Now, it's time to craft the main part of your email. Greetings, I would like to ask if you provide student discounts for tickets to the Annual Coding Conference. Explain what you're writing about. If you want them to do something, include a clear and specific call to action. If you're writing on behalf of a company or organization, include this information in your signature as well. If you're in doubt, it's safer to stick to a more formal version. I will make sure to complete all my current projects and pending tasks in advance before the vacation. We all write all sorts of emails at work: Announcing company news, requesting information, replying to clients, following up on meetings, and more. Name your file properly so a recipient can guess what's inside (e.g., "Marketing Budget Q4.") Formal email examples Once you've learned how to write a formal email, let's take a look at the examples. Although many email clients let you change the font of your emails, use something conservative like Arial or Sans Serif. This will help you define the appropriate level of formality for your email. Learn more about creating a professional email signature. I'm deeply disappointed about the quality of the product and the disrespectful treatment I received in your store. 3. 1. Let's keep in touch! 5. Looking forward to your approval. Signature Here are the polite phrases you can use to sign off your email: Sincerely, Best regards, Best, Yours truly, Respectfully, Kind regards, Thanks again, Next, put in your name and contact details. I've been using your service for a while, and I would like to report an issue I've recently encountered. For example, you may need your colleague to review your quarterly report and discuss the hiring strategy for your department. A good subject line informs a recipient what the email is about and why they should read it. If you're just wrapping up the discussion you've previously had, end your email on a friendly note to show a reader you're willing to keep in touch with them. Later, I discovered that the left headphone wasn't working. It gives you email superpowers like snoozes, follow up reminders, and email scheduling so you can save time and focus on meaningful work. At the same time, try to keep your email short and simple and don't overload it with extra details. For example, "Dear Ms. Smith:" Here are some email greeting examples: Hi [Name], Hello [Name], Dear [Name], Dear Mr./Ms./Dr./Professor [Last name], Greetings, Hi there, Hi everyone, Always do your best to find out the recipient's name to address them in your email. Depending on the level of formality, your salutations may vary from a simple "Hi" to an official "Dear Mr./Ms./Dr./Professor..." For the most formal occasions, use a colon instead of a comma after the salutation. Please let me know if you're interested in collaboration! Best, [Your name] Learn more: How to write a follow up email after a meeting Email example 3: Request Subject: Vacation request for September, 10-15 Dear Mr./Ms. [Last name], I would like to request a vacation from Monday, September 9th till Friday, September 13th. It's better to leave them for your messages to friends. Your old hotguy777@example.com email isn't appropriate for business correspondence, unless you're running a sauna supply store. This is too much information for a single email! It's better to send two separate messages on each subject, making it easy for a person to answer. Is it your boss, colleague, potential partner? Feel free to greet [Name] in person and congratulate her with the new role! Best regards, [Your name] [Job title] Email example 2: Business follow up email Subject: RE: [subject line of your previous email] Hi [Name], Following up on my previous email about the collaboration with your website. She will be providing technical support and assistance to our users, making sure they enjoy the best experience with our products. Break your message into paragraphs and take advantage of headings and lists. Please accept our apologies for the inconvenience you had. Sincerely, [Your name] [Job title] Email example 4: Question Subject: Do you have student discounts for the Annual Coding Conference? Formal email format: What to include in your email Writing a business email is far easier when you know how to structure it. I'm running a YouTube blog about cats, and we'd love to feature your brand in our next video. If you're emailing a stranger, briefly introduce yourself and then go straight to the point. This way, you're more likely to get a fast reply. If you're emailing on behalf of a company, use your corporate email. Remember that email isn't the best place for a lengthy discussion. I have forwarded your complaint to our management team, and we'll do our best to make sure this never happens again. To make your message clear and effective, always keep in mind the context and your relationship with a recipient, stick to the formal email format, and value the reader's time. Proofread your email carefully and avoid using emojis or informal abbreviations like BTW or ASAP. If you're sending someone a document, make sure to attach it. Stick to a professional font. Once you've learned how to write a formal email, it's time to practice. I refunded your purchase, and your funds should be with you shortly. For example: I would like to invite you to speak at our annual developer conference. Feel free to use them for reference! Become the best at email Send professional emails with Spark and use handy email templates to save time Download Emailing is all about context so before drafting your message, take a moment to think about your relationship with a recipient. Best, [Your name] Email example 6: Response to a complaint Dear [Name], I'm sorry for the unpleasant experience you had in our store and I can understand your frustration. At the bottom of this page, you'll find a couple of formal email examples for different occasions. Make your email easy to read. It would be great to jump into a quick call tomorrow to discuss our collaboration. My colleagues [Name] and [Name] will cover my responsibilities during my absence.

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