

You work in the Human Resources Department of a large British-based hotel group. Headquarters in London want all their hotels to nominate a member of staff for the current “Employee of the Month” award. Your supervisor has discussed this with you and asked you to write an email back to the London Headquarters with a detailed description of the chosen candidate.



In your **email** you should:

- present the candidate's professional background
- give reasons why he or she has been nominated
- describe a situation in which the candidate did a good job

Write around **250 words**.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen

Email

To:

Starting time:

Re:

Finishing time:

Number of words: