



Eng 215 Live Worksheet 16

Name:

Class:

Re-order the given layout:

The layout for a delegating email

Signing off :

Best wishes

Signature

Job position

Greetings :

Dear

How are you ? I hope you are fine .

To :

From :

Subject :

Reasons of writing the email :

To delegate a responsibilities to your employee

What do you want the employee to do ?

Mrs Abeer Al Thawadi