

Name: _____

Class: _____

Announcement

A As marketing manager of Resource inc., he has bought a huge percentage of the company business. His influence on sale and business retention has been substantial and he possesses an excellent record of customer relations and timely service delivery.

B Regard
Mark
Director Marketing and Communication
Resource Inc.

C Dear staff,
I would like to announce the promotion of John David as a new marketing Head of Resource inc. John has worked for our company for twelve years and climbed his professional ladder with absolute adeptness, which is rare nowadays.

D Let us all congratulate John on his outstanding performance in previous years, which led to his promotion today. I wish him luck for all future endeavors he undertakes.

E To : Resource inc. Staff, Resource inc. Clients Subject: Promotion
Announcement – John David

F During John's time in the marketing department, he has taken on additional responsibility and worked extra hours to meet deadline. We anticipate that as a head of the marketing department, John's input and work aggression will be multifold. His work duties now include creating and implementing marketing plans for the Amadeus project that has been entrusted to the company. He will be leading the marketing team through this five-year project and will also be working on various other concurrent projects.