

Dear Hanno

I'm writing ¹ _____ (tell) you about what I'm planning ² _____ (do) next year because it will affect you, and you may want ³ _____ (think) about ⁴ _____ (find) a replacement for me.

As you know, Ingrid has arranged for me ⁵ _____ (send*) to the Seoul office ⁶ _____ (oversee) the new branch out there. I originally expected ⁷ _____ (be) away for six months. However, I would like ⁸ _____ (explore) that part of the world. I asked Ingrid if she would consider ⁹ _____ (let) me have an extended break, and she has agreed ¹⁰ _____ (give) me an additional six months' unpaid leave.

This means I'll be away for a year, which I appreciate is not ideal for you. However, it is very important for us ¹¹ _____ (keep) you as a client, so Ingrid has suggested ¹² _____ (take) over the day-to-day running of your account herself. I'm sure you'd enjoy ¹³ _____ (work) with her, but I thought it was important ¹⁴ _____ (check) that you would be happy about ¹⁵ _____ (collaborate) with her.

Please let me know your feelings about this, and contact me if there is anything you want ¹⁶ _____ (discuss).

I look forward to ¹⁷ _____ (hear) from you.

Dan

* TIP: active or passive?



LIVEWORKSHEETS