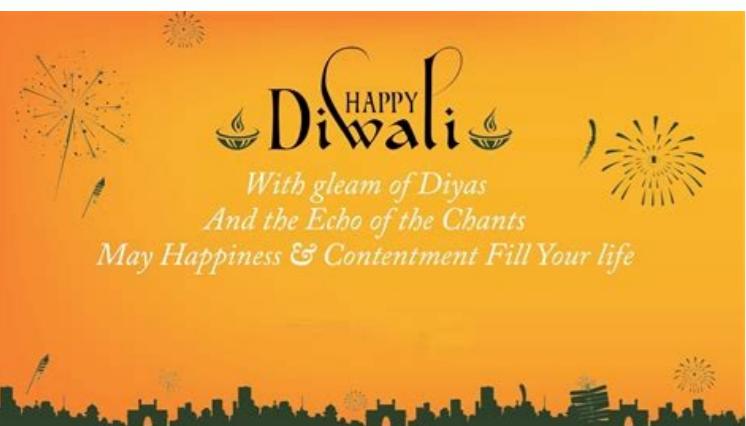


I'm not a robot   
reCAPTCHA

**Open**

## **Advertisement format english**



## **MODIFIED BLOCK FORMAT**

W

1-1.5"

2.54CM

1-1.5"

(({Address Sender}))

Date: January 18, 2021

(({Name Recipient}))  
(({Address Recipient}))

**Subject:** {{(Subject)}}

Dear {{(Recipient Name)}},

As a highly skilled professional, I believe my experience aligns well with the qualifications you are seeking for your company, and I certain I can make a valuable addition to your organization.

Through my work experience, I have been trained for possessing a strong commitment to achieving the long-term goals of the organization, I realize the need to work profoundly especially planning and directing the day-to-day operations of the company. Furthermore, I have a proven ability to build up innovative strategies to improve customer service and maximize profitability. I have a proven track record of ensuring customer requirements are met, complaints are resolved effectively, and service is provided speedily and efficiently.

I am a hands-on leader who develops a good rapport with my staff and a working environment. I am always ready to think "out of the box" to make sure my company is a step ahead of the competitors. The position of a manager professional at your company will provide me with a chance to contribute to your success as a leader.

I am looking forward to meeting you to further discussion of my application for this exciting position.

Sincerely,

(({Signature}))

(({Name}))

★★★★★

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# **Apology Letter for Being Absent due to Sickness**

{[Address Sender]}

Date: November 10, 2020

To,  
The Manager, HR.  
{{Name Recipient}}  
{{Address Recipient}}

**Subject:** {{Subject}}

Dear {{Sir/Madam}},

application to you for m

However, I must tell you that such an act of negligence was not intentional at all. My illness took heavy toll on my physical health due to which I remained unconscious in the hospital most of the time. With such a miserable health condition, I just forgot to write an application to you for leave.

time. With such a miserable health condition, I just forgot to write an application to you for leave due to **[[my sickness]]**. My family members along with me in the hospital were too worried about my health to inform you about the cause of my absence from the office. However, my health is fully recovered now.

That is why; I have resumed my official duties from today. But I regret not being able to send my leave

That is why, I have resubmitted my official leave from today. But I regret not being able to send my leave application to you earlier; for which please accept my sincere apologies. I am optimistic that such an act of negligence on my part will not repeat in the future.

I shall be grateful to you for your kindness in this regard. Thank you so much for your valuable time and consideration.

Best Regards,

**B) Signature B**

((Formal Name)) ((Title))

