

EXERCISE 4

427 Kentrucksbuy Road
Ghriety
Guinea Bissau

October 14, 2011

Mr Stefano Domenicalli
Direction department
234 The Royal Smith Avenue
Guinea Bissau

Dear Mr. Morling,

I am the responsible for recruiting dining room service, and I writing to express my complete dissatisfaction with the poor and unacceptable behavior regarding your Company catering branch.

It's so high the number of incidents had been done for your personnel as I don't know where I can start by.

Comentario [s1]: Person responsible

Comentario [s2]: Catering staff

Comentario [s3]: I am

Comentario [s4]: of

Comentario [s5]: company's catering department

Comentario [s6]: The number of incidents involving your staff is so high I don't really know where to start.

Firstly, it had been spent time from our first conversation about my complaints and you have put deaf ears. Although I insisted on not only the punctuality but also the personnel dress code, your staff have not taken any action to eradicate or correct the bad manner. For instance, on the whole, I have received lots of complaints according to these problems and, to put it simply, you have to understand I can't tolerate it.

Comentario [s7]: Some time has passed since we spoke and I think my words have fallen on deaf ears.

Comentario [s8]: Not necessary here

Comentario [s9]: staff

Comentario [s10]: problems in these areas

Comentario [s11]: not relevant here

Comentario [s12]: about

Comentario [s13]: This phrase, whilst not grammatically incorrect, is not really in the right register for a business letter. You could use a much shorter phrase: 'This is unacceptable'

On the other hand, the quality standard of the meal has decreased so much and my company is considering that the factual situation would be able to incite a loss of interest and to decrease of the morale of our people and, in a word, I refuse to allow it. Even though I explained you how important is the meal for

Comentario [s14]: Of the food

Comentario [s15]: conscious

Comentario [s16]: current

Comentario [s17]: is causing a loss of morale amongst our staff

Comentario [s18]: told

Comentario [s19]: good food is

the personal, you only give me several regrets, however, you don't change your mind set.

Comentario [s20]: my staff

Comentario [s21]: have only given me excuses

Comentario [s22]: appear to have adopted a new philosophy.

To conclude, I don't wish to tolerate this permanent lack of both discipline and observance in our terms of business, and I regret to announce our business relationship has concluded.

Comentario [s23]: The observance of

Comentario [s24]: That our

Due to our friendship I writing you this letter, nevertheless, in future days, you will send an official finish contract form in order to do the process according to the state laws.

Comentario [s25]: I am

Comentario [s26]: The next few

Comentario [s27]: Contract termination

Comentario [s28]: Carry out

Comentario [s29]: Not necessary

Comentario [s30]: If you know the name of the person you are writing to it is normal to conclude a letter with 'yours sincerely'

Yours faithfully,

David Martínez