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Department of General Affairs From : Joseph Liu , Director of  
Personnel Subject : Work Transfer Date : July 15 , 199- I think ,  
Mr. Huang , the Director of your Department has already talked to  
you about the change in your work. We have arranged to appoint  
you as section supervisor in the Security Department at a salary of  
US\$\*\* a month ( 20% increase ) as from Tuesday , August 1 ,  
199-. In your new post , you will be responsible to Mr. Francis Yang  
for the work of night shift employees in the department. Your eight  
years of loyal service in the General Affairs Department have been  
appreciated by the leadership of the company. Your transfer is  
completely due to the need of company. You have known that many  
thefts have recently taken place that have caused heavy losses to our  
company. We trust that with your appointment to this post , the  
security work will be greatly strengthened. Please write to confirm  
that you will accept this appointment. 相关推荐：#0000ff>商务英语  
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