[Your Name]

Broadworth General Hospital

Human Resource Department

30 Broadworth Boulevard

Worthington, Virginia 34507

January 14, 2016

Jeremy Dittmer

Employee Relations Specialist

Wydade Consulting Services

4937 Wellington Street

Alexandria, Virginia 37921

Dear Mr. Dittmer:

I would like to thank Wydade Consulting Services for their continued support with providing Broadway General with quality training and seminars over the past 20 years. Your company’s trainings have been an asset to the staff. I would like to request your services again. I would like to request a trainer to conduct a seminar on April 28, 2016 beginning at 1:00 pm. This seminar needs to address sexual harassment and unlawful discrimination in the workplace. Twenty of our office supervisors will be in attendance.

The topics I would need to be covered are preventing, coping, and reporting harassment and discrimination. The seminar is to be two-hours long with a 15 minute break. During the break we will provide refreshments for the trainer and participants. There will be a training room available on site of the hospital that has a slide projector, overhead projector, laptop computer and TV/DVD combo. I look forward to hearing form the selected trainer to let me know any additional needs for this seminar and for any details that need to be discussed.

If you have any further questions please feel free to contact me at (703) 789-3059 ext. 6141.

Sincerely,

*Your Name*

 [Your Name]

[Your Name]

Administrative Assistant

Human Resources Department

Broadworth General Hospital

INTEROFFICE MEMORANDUM

|  |  |
| --- | --- |
| to: | Miriam Hopkins |
| from: | [Your Name] |
| subject: | Sexual harrassment and unlawful discrimination seminar |
| date: | February 15, 2016 |
| cc: |  |
|  |  |

We have received confirmation from Jeremy Dittmer for our seminar that will be held on April 28 from 1:00 pm to 3:00 pm. Conference room 9 has been reserved and Deb Walker from Wydade Consulting Services is the trainer that has been scheduled. The conference room will be set up by 10:00 am. Refreshments such as water, coffee, tea, juice, fruit, cookies, and muffins are scheduled to arrive at 12:30 pm. All attendees have been asked to bring writing utensils and paper. If you have any additional comments on the above or need any changes completed for the seminar do not hesitate to let me know.

If you have any further questions, please contact me. You can also contact Deb Walker directly at deb.walker@wydadcs.com or by phone at 704-456-7890 ext. 1232

To: Deb.Walker@wydadecs.com

From: [firstinitial\_lastname@broadworthgh.com]

CC: Jeremy.dittmer@wydadecs.com; m\_hopkins@BroadworthGH.org

Subject: Sexual Harassment /Unlawful Discrimination Seminar April 28

Greetings Ms. Walker,

I am contacting you to confirm the details of the seminar scheduled on April 28th from 1:00 pm to 3:00 pm at Broadworth General Hospital. We have reserved conference room 9, located on the first floor across from the elevators. The conference room will be unlocked and ready by 11:30 am. You are welcome to come early to set up. Just a reminder that a break should be given after the first hour of the seminar and refreshments will be provided during that time. As I understand you will provide handouts and pamphlets that outline the topics discussed. I will be available if you need any assistance before, during, and after the seminar.

If you have any further questions please feel free to contact me at (703) 789-3059 ext. 6141

Sincerely,

[Your Name]

[Your Name]

Administrative Assistant

Human Resources Department

Broadworth General Hospital

(703) 789-3059 ext. 6141

[first\_lastname@broadworthgh.com]