EXCEL 303

ASSESSMENT

Leave Update Letters for XYZ (Pty) Ltd

Attached is a spreadsheet with details for the 15 employees of XYZ (Pty) Ltd.

Your job is to set up a Leave Letter which will be saved as a pdf and emailed (displayed, not sent) to each employee.

The letter must be in the following format:

Full Name
Employee Code: _____
Date of Birth: _____
Street Address
Suburb
City
Postal Code
Today's Date

Dear _____

Re: Your 2014 Leave Summary

Thank you for being with XYZ (Pty) Ltd since _____.

Your 2014 leave summary is as follows:

Leave Days granted: ____
Leave Days used: ____
Leave Days credit: ____

Please contact us should you have any queries on the above summary.

Yours sincerely

Mrs H.R. Manager

Save the spreadsheet and email it to pass@excelacademy.co.za. Upon successful completion of the Assessment, you will be issued with your Course Certificate.