



OFFICIAL LETTER WRITING SKILLS

Useful guides for individuals,
graduates, employees & employers

Mohd Azmi Yaakub



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In reality, we will be involved in the writing of official letters regardless of whether we work or not. To apply for a job, to lodge a complaint or application, when applying for a promotion or salary, or want to resign, we need to apply through an official letter. As a Manager, Boss or Entrepreneur, you cannot be separated in a formal letter to deal with the staff for the purpose of the award, notifications, warnings and also a show cause letter. Therefore, this book will help to give you inspiration in writing the necessary official letters.

*"Writing an official letter is one of the important skills in communication,
whether it is for a company or for yourself"*

Dato' (AMB) Mohd Yusoff A. Bakar
Former Malaysian Ambassador

*"The value of an academic achievement will be more valuable
if added with soft skills"*

Dr. Amiya Bhaumik
CEO, Lincoln University College

*"By mastering the skill of writing letters, managing to convey a formal message
will be easier and protocol."*

Mrs. Nursyafiqha Noor Azman
Project Manager, Taiace Engineering Sdn. Bhd.

The author is an Executive Personal Assistant (PA) to the Pro Chancellor of Lincoln University College. With over 13 years of experience in administration, operations and management, he has been widely exposed with the use of office documents such as memos, minutes of meetings, paperwork including official letters.

He has given many training to the public through workshops and seminars in letter writing as well as other office documents.

He is a Certified Trainer (HRDF) and a member of the Malaysian Institute of Human Resource Management (MIHRM), the Malaysian Institute of Management (MIM) and the International Association of Administrative Professionals (IAAP).



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