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Writing a letter to confirmation candidate

Death is the most natural thing, but it seems surreal, which is why most of us don't bother planning on it (plus it's kind of a bummer). We told you how to prepare for practical things, but there's an emotional side to think about, too. Consider writing a last letter. It's a fact of life that we're all going to die at some point. Even if it's not something that... Read additionally in the New York Times, Dr. VJ Periyakoil details her experience dealing with dying patients. He writes: The most common emotion they express is regret: regret that they never had time to repair broken friendships and relationships; I regret that they never told their friends and family how much they cared about them; I regret that their children will be remembered as hypercritical mothers or demanding authoritarian fathers. Based on this experience, Periyakoil has launched the Stanford Friends and Family Letter Project. It is essentially an initiative that encourages patients to open a dialogue with their doctors and loved ones to communicate what is most important to them at the end of their lives. This means creating guidelines for their care, but it also means expressing your feelings to family and friends. Again, it's a bit of a dark topic that most of us don't exactly embrace. But the idea that you can leave this world without closure is an even more unpleasant thought. The project site contains three templates that you can use:What Matters Most Letter: This is a letter template that allows anyone to document what is most important to them and what treatments they want in the future. This tool is free and is available in print, as an online fillable form and as an iPhone and Android App in eight different languages. Letter Project Advance Directive: This tool allows anyone to answer a few simple questions in English. Upon completion and clicking on the Print button, the tool will send them an auto-filled valid advance directive document and a supplementary letter to their doctor describing their preference for end-of-life medical care. This tool is free and available in print, as an online fillable form and as an iPhone and Android App.Friends and Family Letter: This letter can help all adults complete their seven life review tasks: recognizing important people in our lives ; remember precious moments in our lives; to apologize to those to whom we may have harmed; forgive those who have hurt us; and say thank you, I love you and goodbye. Use this template to write a letter to your friends and family in one of eight languages using an online form, an iPhone or Android app, or a printable form. G/O Media can get commissionHit links above to look at each template. Fill them in online and then you can print or email (you don't have to sign in or send anything). To learn more about this initiative, follow the links Friends and family letter project via The New York TimesPhoto from ktburnett91 Let someone know that you won't hire them, or that you won't use their submissions for publication or competition, may not be a depressing or guilt-inspiring experience. Most people get their fair share of rejection letters; what they appreciate is a straightforward and honest explanation for why you reject them. Sugar-coating bad news doesn't really make the recipient of your rejection letter any favors. Links Resources Tips Even if you have a lot of rejection letters to write, there is no excuse for sending out boiler-board rejections. Most of the information you need to provide more personalized responses can be placed in a table or database and merged into a document for word processing; indeed, you probably already have this data in the recruitment software of your HR department. Even if you reject a candidate this time, you may need someone with similar talent. An honest, personal rejection letter leaves the candidate with a sense of respect for your company. Warning Avoid putting something false in a rejection letter, even if it's just to spare the candidate's feelings. This leaves the candidate confused as to what the real factors behind your decision were, and it may even put you in legal jeopardy if rejection ever becomes a matter for litigation. Bio writer Scott Knickelbine began writing professionally in 1977. He is the author of 34 books and his work has appeared in hundreds of publications, including The New York Times, The Milwaukee Sentinel, Architecture and Video Times. He has written in education, health, electronics, architecture and construction. Knickelbine earned a bachelor's degree in journalism from the University of Minnesota. As an employer, it is likely that you will be prompted to write a job verification letter at some point. Various entities may need to verify your employee's work status for a plethora of reasons, including apartment rentals, home purchases and adoption procedures, to name a few. To save time, keep the verification letter template handy and add specific details as required. To write a verification letter to employees, you'll need their personal human resources files to make sure you have all the relevant information. The letters should include the employee's full name, date of recruitment, annual salary or hourly wage (depending on how the wage is calculated) and a short summary of his duties. You will also need to provide your company address and phone number where you can be directly reached to verify that you have written the letter. Verification letters should be written on the company's official letterhead. Instead of using a general company template, customize the letterhead to include your name, official contact information. This makes the correspondence seem more official and gives credibility to you and your employee. In the upper-left corner, enter the date you write the letter. Below the date, enter the full address of the person or organization requesting the information. If possible, order the document to the official name and name of the intended consignee: if the recipient's name is not available, please address the letter to the Honourable Sir or Mrs or To whom this may apply. The body should go freely as follows, with some variations based on your preferences: This letter is to verify that (Employee Name) is employed here at (Company Name) in position (Employee Name). (Employee name) is paid (wage or hourly wage) per year / hour and works approximately (number of hours) per week. (Employee name) is with us from (Rental Date) and is in good condition with the company. (Employee name) is one of the main duties (List of obligations). Expand your services in case the recipient of the letter has any further questions. Write: If you have any further questions, please contact me at (company phone number / direct extension). End the letter with professional closures, such as Greetings or Greetings, followed by your first and last name. Under your written name, sign your name in blue or black ink. Coming out in a letter is a good choice for people who express themselves best in writing. Writing can also help you organize and present your thoughts without distractions, nerve-locking lips, overloading emotions or interrupting from your family members. These suggestions can help you write a letter to family or friends. Don't be shortened by words. A letter is a great way to purify emotions and express your feelings at the same time. Let your thoughts flow freely. Try freestyle writing where you write without stopping for a certain period of time. Then reorganize your ideas to make them more cohesive. Forget the rules. Your coming out letter is not a seminar work, and there is no standard format to follow. Organize your thoughts without discussing spelling, grammar, or structure. Write about the past, present and future. In your letter, express how in the closet you feel and what it means for you to come out. Talk about your vision for the future and how important it is to have their support. Don't make assumptions. You know your family best and you can expect some reaction, but they can surprise you. Keep in mind that each member of your family can process information differently. So in your letter, do not forget to comment without attack. Dispel myths. Your letter is a great place to educate your family and friends. Clarify any myths, stereotypes or misconceptions they may have about LGBTQ people. Continuation. Writing a letter is a very personal way to However, you should follow-up and have a face-

to-face discussion with your relatives. Strengthen your thoughts. During your face-to-face time, repeat the thoughts and feelings expressed in your letter. Create a version of the letter with bullets and keep it handy. This way you can refer only if you freeze during your person-to-person conversations. A personal letter is a type of letter (or informal composition) that usually relates to personal matters (rather than professional matters) and is sent from one person to another. It is longer than a dashed note or invitation, and is often handwritten and mailed. A personal letter takes longer to write than a few sudden sentences that slam out without proofreading before you click on 'send'; it takes longer to read than blink-and-delete blitz to help you clean your inbox; and it digs deeper than the short handwritten notes that you drop in the mail, write authors Margaret Shepherd and Sharon Hogan, who are passionate about the declining art form in Art's Personal Letter: A Guide to Connecting Through the Written Word. They further explain: The letter deals with issues that deserve more than a minute of attention. Its aim is to strengthen the relationship, not just respond to the situation. The letter is not limited to a specific message like Can you come? or Thank you for the birthday check. Rather, it can take both the writer and the reader on a field trip that sets off from the home base of mutual trust: 'I know you'll be interested in what I think' or 'I'd like to hear your ideas on the subject.' Whether coming into your life on screen or through a mail slot, a well thought out personal letter is irresistible to read aloud, ponder, respond to, read again and save. Good letter writing is very good as a good conversation, and it has the same power to nourish a relationship. Until a few decades ago, personal letters (in addition to diaries and autobiographies) have been a common form of written personal communication since the 18th century. It really took off then because mass produced paper is becoming widely available, a big increase in literacy, the advent of systematic message delivery, and the establishment of a postal system. However, the oldest letters date back to 500 pī.nī and ancient Persians. One of the first prézi collections to be called a novel, Samuel Richardson's Pamela, from the 1740s, was actually in the format of personal letters, and that tome is not the only fiction book that has taken that format over the centuries from here. Of course, the confluence of letters and books does not end there. In nonfiction, families compile old letters into books for future generations, and famous historical people have had their letters compiled into the literature of fact works for posterity, either as a matter of record or for historical value. for example, collections of love letters between presidents and their wives, such as 1,000 letters stored between Abigail and John Adams. Some of the greatest writers have had their personal letters published as major works, often considered discussions of literature, notes author Donald M. Hassler in the book, Encyclopedia of Essays. The first example would be John Keats' letters, which were originally personal but now appear in the collections of essays on literary theory. Thus the ancient form continues to have a fascinating ambiguity of purpose and energetic potential in relation to essay form. But various electronic communication innovations over the past few decades, such as email and text messages, have contributed to a decline in the practice of personal letter writing. It's more unusual to see handwritten correspondence in a mailbox than a regular one. Instead of pen-buddies, people communicate with others around the country and the world through social media. Although blogging communicates in longer scripts than short tweets or quickie status updates, blog posts are still more impersonal than letters sent to a specific friend or relative; it is likely to expect more privacy, more just for your eyes when something comes hidden and wrapped with just one person's name on it, more like a gift than posting over a radio broadcast to the known world. Today, personal letter writing is a declining art, writes Robert W. Bly in the New World Webster Letter Writing Handbook. Warm letters have always had a strong ability to build goodwill. And in the age of computers and emails, an old-fashioned personal letter stands out even more. Bly, Robert W. Webster's New World letter writing manual. Wiley, 2004. Chevalier, Tracy, editor. A letter from Donald M. Hassler. Encyclopedia of Essays, Fitzroy Dearborn Publishers, 1997. Richardson, Samuel, Pamela or Virtue rewarded. London: Gentlemen Rivington & Osborne, 1740. Shepherd, Margaret with Sharon Hogan. The art of personal letter: A guide to connecting a written word. Broadway Books, 2008.

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