

IELTS General Writing Task 1

Semi-formal Letter Samples



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IELTS General Writing Task 1 Semi-formal Letter Samples

1. Letter of Resignation

You have decided to resign from your employment in order to pursue higher studies.

Write a letter of resignation to your manager (boss). In your letter:

- *Explain why you want to resign from your current job*
- *Give your positive feedback about the job you have*
- *Ask for a letter of reference*

Write at least 150 words.

Dear Mr. Vincent,

I'm planning to pursue higher studies in the US at the end of this year, so I would like to let you know that I'm resigning from my job as a UI developer. Since the admissions for the Master's degree take place in December, I need to prepare for IELTS and complete other formalities at the earliest.

During this period of employment, I've learned a lot about UI and from you as a leader. The responsibilities I took have moulded me into a better professional. I would like to update myself with recent changes in UI and keep in touch with you for further guidance.

Thus, I request you accept my resignation and allow me to have your name and contact details on my resume for future reference. I'm sure I will reach great heights and let you know my progress.

My last working day is on 30 September 2022. Before relieving, I will train one of the team members and ensure a smooth transition.

Yours sincerely,

Vignesh



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2. Letter of Acceptance

A manager of a MNC has offered you a job in his company. You need to accept his letter.

Write a reply to the manager. In your letter:

- *Thank the manager for shortlisting your profile*
- *Give details of your joining*
- *Ask them what documents are required*

Write at least 150 words

Dear Ms. Amba,

Thank you for shortlisting me for this great opportunity. I'm glad to know that I'm the only candidate to get through 5 rounds of interviews. I must say that it was very challenging and tested my skills to the core.

As I'm currently serving my notice period, my last working day is on 31 October 2022. After that, I may need a week to submit their office laptop and other accessories. Hence, I'm ready to join your company anytime after 10 November 2022. If there is any change in my joining date, please let me know in advance.

I request you to give me the list of necessary documents to be submitted before or on the joining date. It includes both hard and soft copies. It will help me to schedule my work accordingly.

Once again thank you for giving me the opportunity to be a part of your team.

Yours sincerely,
Mohammed



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3. Letter to Take Leave for a Holiday

You need to take some time off from work to go on holiday. Write a letter to your direct manager.

In your letter:

- *Ask for time off and explain why*
- *Provide the dates and times for which you will be unavailable to work.*
- *Describe what you will do to prepare or make up for your absence.*

Dear Mr. Henry,

I am writing this letter to inform you that I need a holiday to attend the get-together party arranged by the school that I have studied at.

This get-together party is an important occasion for me since I am going to meet my old friends. The party will be conducted on 18th July and we also planned a trip from 19th July to 21st July. This will be a beautiful opportunity for me to connect with and enjoy good times with my old friends. In this get-together party and trip, about 65 friends of mine including my teachers will be participating.

I need four days leave from work to attend this function considering the preparation and travelling time. At this time, I don't have any important commitments and Fernandez agreed to look after my tasks while I am away from the work. He knows how those tasks can be done and after I return, I will work extra hours to cover up my pending tasks, if there is any.

I want to make this time more memorable and this allows me to spend some meaningful time.

So, I would be thankful if you let me take time off from work.

Sincerely,

Bob



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4. Letter to Apologise for Absence from a Company Event

You were absent from an important event held by the company you work for.

Write a letter to your manager. In your letter:

- *Apologize for your absence and explain the reasoning.*
- *Explain why you had to be at the other event.*
- *Explain what you will do to catch up.*

Dear Ms. Isabella,

I am writing this letter regarding my absence from the annual business meeting conducted the day before yesterday.

First and foremost, I would like to apologize for not being able to participate in the business meeting. I know the importance of meeting as it contains networking opportunities and forms a good base for a team. But, unfortunately, my father underwent a heart surgery so I am in a situation where I have to take care of my father.

It is obvious that heart surgery is a complex medical treatment. Doctor informed me that constant assistance was needed to carry out this operation successfully. My father has to rely on me since I'm the only child for him. I need to be with him to bring him back to a normal state of life.

To catch up with the rest of the team, I arranged a meeting with Mr. Smith from the Marketing Department. I am sure that I will be able to adjust to the pace of my team after the meeting. Also, it will prepare me to start working on where I left.

Thank you for understanding.

Sincerely,

Donald Beckam



5. Letter to Delay Moving into an Apartment

You are due to move into a rented apartment next week but you will not be able to due to an unexpected problem.

Write a letter to the property manager. In your letter

- *Explain the situation*
- *Describe your problems*
- *Tell him/her when you think you can move in*

Dear Mr. John,

I have recently made an agreement with you to rent your apartment. I ought to move to your apartment on September 15th, but I would not be able to do that due to personal problems. I am expecting you to permit me to move to your apartment on September 25th.

Officially, I signed a rental agreement with you on 13th August and on September 15th, I agreed to move to your B4 apartment situated on Broadway Street. I paid five months in advance. Meanwhile, our grandmother died of a heart attack which made us reconsider our decision. Thus, we have to attend the funeral ceremony of my grandmother.

It would take at most 10 days for travelling and other things. So, I request you to consider our situation and allow us to move to your apartment on September 25th.

I am looking forward to hearing your response regarding this.

Sincerely,
John



6. Letter to Complain About Noisy Neighbours

You have been living in a rental apartment for the past year. Recently, a new neighbour moved in who has loud parties several times a week.

Write a letter to your landlord. In your letter:

- *Explain the situation*
- *Describe why it bothers you*
- *Suggest a solution*

Dear Mr. George,

I hope you are fine. I am writing this letter to inform you about the unbearable noise making by the new tenant who moved into apartment F-5.

I have been living in this apartment for one year. I had no problem with my neighbours. Actually, I am happy with my neighbours as they are so supportive and friendly. But, recently I am facing several issues because of the new tenant living in an F-5 apartment.

They moved into an apartment about two weeks ago. The problem is they have parties at night daily and play music at a higher level. This worries and annoys me a lot since I am having sleep issues and a 1 year old baby. It's completely their choice to conduct a party but they should also consider other tenants, that is my concern.

I think it is not a good idea to directly contact them. Therefore, I need your cooperation in this matter. You should talk with other neighbours to understand what is happening around. And, you have the authority to talk with a new tenant directly. Hope you will solve this problem.


Sincerely,
Suzan




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