

General Training Writing Task 1 Sample 1:

You should spend about **20** minutes on this task.

You have been working in a company for many years and have noticed that new employees often leave your company. Now write a letter to your higher authority and suggest the possible reasons for that and ways to retain them.

Write at least **150** words.

Model Answer 1:

Dear Mr David,

I am working in one of your nearshore offices in Uruguay for half a decade now. I have been noticing the employees, especially the ones with less than 3 years of work experience are quitting the company more often. I am in touch with a few of them, who actually left recently.

The more common reason, I could hear from them is there is no adequate scope for learning with the projects here. They were expected to do the same monotonous work for a long period of time, which didn't add much to their growth curve. I suggest some Learning Management Systems, which would give you self-evaluation and which can be used to assess the employee's performance as well. I hope you would consider my recommendations, so that we may be able to retain the talented young professionals, who will add more value to the business and to our company. Also by doing this, we will not spend more money in recruiting and training new people most of the time.

Thank you

Yours faithfully,

Samira