



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

## Everyone's Smart University

### Assignment 1 (Spring 2021)

Student Name ... .. sheikha khaled ... اسم  
الطالب.....

Students I.D ... .. 2021203429 ... رقم  
الجامعي.....

Section

Bachelor

Date

18 / 02 / 2021

Course Code

(ENG101)

## English Language

### Instructions:

- Read the assignment carefully.
- Review your answer 3 times before sending it back.
- Convert the file to PDF only then upload it.
- The assignment starts at 22:00 KSA 18/02/2021 - closes at 21:00 KSA 01/03/2021.

Subject: welcome to the company

Dear Ms. Shaima Alahmadi

Hello, I am Sheikha Alattas, and I work as a call center agent in the company.

I am an outgoing person so if you want to go shopping or go hiking I will be happy to go with you . In addition to that, I'm a quite responsible person as I am the eldest of five in my family. Finally, if you need anything in the future, do not hesitate to ask me.

I look forward to working with you and welcome to the company.

Yours Sincerely,

Sheikha Alattas