



22 February 2020

To,

Dr. Shruti Joshi
Assistant Professor in English
Vivekananda College, Kolhapur

Subject: Invitation as the Resource Person for the One Day Workshop on 'Basics in English and Interpersonal Skills for Administrative Staff' on 25th February 2020

Respected madam:

On behalf of the organizing committee of One Day Workshop on '**Basics in English and Interpersonal Skills for Administrative Staff' on 25th February 2020** we cordially invite you as a resource person for the workshop.

We are arranging this workshop for the Registrars, Public Relations Officers, Administrative Officers, Departmental Clerks, Account/Office Clerks. Around 100 administrative staff will attend the workshop.

We would like to request you to be associated with us as a resource person and share your knowledge on **Use of Tenses** in one of the sessions in the workshop.

We earnestly solicit your valuable presence and kind gesture in our academic initiatives.

Thanks and regards,

Dr. U. P. Jadhav
Head Department of English
Sanjay Ghodawat University, Kolhapur

Dean
School of Liberal Arts
Sanjay Ghodawat University, Kolhapur



Sanjay Ghodawat University, Kolhapur

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25 February 2020

To,

Dr. Shruti Joshi
Assistant Professor in English
Vivekananda College, Kolhapur

Subject: Extending appreciation and thanks for delivering expert talk

Dear Madam:

We would like to express our most heartfelt appreciation for sincere efforts and hard work you put for delivering expert lecture to the administrative staff on the topic **Use of Tenses** in One Day Workshop on '**Basics in English and Interpersonal Skills for Administrative Staff**' on 25th February 2020.

Your presentation is very well received by the administrative staff and the information in your presentation was highly informative.

Best wishes!!

Dr. U. P. Jadhav
Head Department of English
Sanjay Ghodawat University, Kolhapur