

## Greeting to my new colleagues

Dear colleagues,

My name is Mohamadkhosravinejad and I am 28 years old. I am from Iran. As you probably know, next week I will start to work as a new programmer in artificial intelligence. I would like to take this opportunity to introduce my background experience in programming field. I learned programming field. I've learned in self-study and I worked at some big companies with positions such as: trainee, junior, mid-level and senior programmer and also I wrote two article about "A program to promote better health in workplace"

I am single and was born in Iran, so I can speak Persian and English as well. I look forward to working with you.

Your sincerely,

Mohamad Khosravinejad

**Commented [M1]:** Your first and last name must be separated.  
The first letter in your last name must be in upper-case.  
(Khosravinejad)

**Commented [M2]:** When you connect two independent clauses with "and", put a comma (,) before "and".

**Commented [M3]:** leave a space after a period and a comma.

**Commented [M4]:** artificial intelligence department

**Commented [M5]:** A very good example of a formal language. bravo

**Commented [M6]:** spelling error

**Commented [M7]:** I learned programming by self-studying

**Commented [M8]:** spelling error

**Commented [M9]:** such as a: trainee, ...

**Commented [M10]:** good range of vocabulary. excellent

**Commented [M11]:** should 'article' be singular or plural?

**Commented [M12]:** I don't see any period at the end of your sentence!

**Commented [M13]:** spelling error  
names of nationalities and languages are capitalized.  
Persian

**Commented [M14]:** Read the letter again; One piece of information is repetitive in this sentence. Can you find it? you started your letter with introducing yourself. Why didn't you put this sentence there?!

**Commented [M15]:** nice phrase to summarize your letter. good job

**Commented [M16]:** Yours sincerely: practice spelling  
This phrase is usually written in a separate line