



中心：\_\_\_\_\_

姓名：\_\_\_\_\_

**1100705 大專院校生 英翻中短文翻譯 題目**

To: All staff

From: Johnson Scott

Subject: Employee handbook

Date: July 5

Thanks to everyone who participated in the discussion with company management. Your comments about some employees being unaware of the procedures for day-to-day operations have been heard. We are now working to address the situation.

For starters, we will publish the company's standard operating procedures as soon as possible. A printed guide will be given to staff as an official reference on the performance of daily tasks. A provisional copy of this handbook will be distributed at the next meeting. Hopefully, it will help move us closer to our goal of having firmly established policies.

## 1100705 大專院校生 英翻中短文翻譯 參考答案

收件者：所有員工

寄件者：Johnson Scott

主旨：員工手冊

日期：7月5日

感謝各位參與這次的公司經營討論會，有關你們對於部分員工不清楚日常操作流程所提出的意見，我們聽見了，我們現在正在處理這個情況。

首先，我們將盡快發布公司的標準操作程序，提供書面指引給員工們，用來作為日常任務表現的正式參考文件，並將於下次會議發放這份指引手冊的臨時版本，希望這份手冊能夠幫助我們更趨近於穩定建立政策的目標。