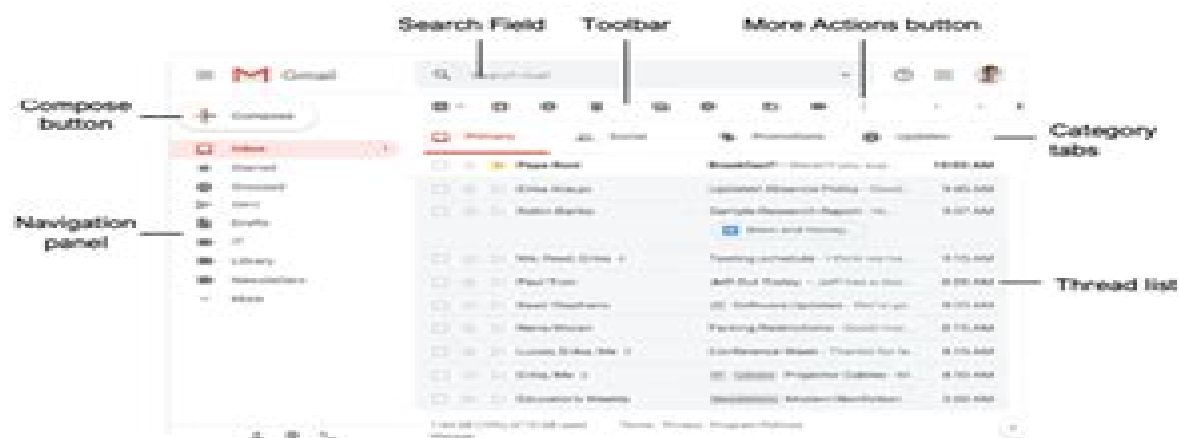


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The Gmail Inbox



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Mark as unread	Shift + u
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Open an Email in a Separate Window: Click an email in the inbox to open it, then click the **In new window** button.

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Change Inbox View: Click the list arrow next to the Inbox label in the Navigation panel, then select another view from the menu.

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- **Starred First** will show starred emails at the top of the inbox.
- **Priority Inbox** will show unread and important emails first, then starred emails, then the rest of your emails.

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hr department of the company to an employee in the letter the employee is addressed of his her area of concern for the management and in the light of his behavior future expected behavior of the employee is drafted and

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web a letter of concern tells an employee that his her performance is not satisfactory it also tells them that there is a requirement to improve and yet it is not a formal warning before learning how to write a letter of concern let us first understand what the document is and why it is needed

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web employee name employee address city postcode dear employee name i am writing to express my concern regarding your recent work performance as your employer i am committed to supporting you to achieve your