

代講のご案内メール

講師都合により欠勤となりました場合、代講をお手配させていただきます。

Subject : Your teacher was changed.

Dear Mr./Mrs. *(生徒様名)
Good day.
This is Teacher *(代講講師名) of English Island.
I am very sorry.
Your reserved teacher *(ご予約の講師名) can't handle the class due to *(理由) for today.

Date : June * (日付)
Number of class : * (レッスン数)
Substitute teacher : *(代講講師名)

I'm hoping for your kind consideration.
Hope to see you later.

Respectfully yours,
Teacher *(代講講師名)

休講のご案内メール

代講のお手配ができなかった場合は、誠に申し訳ございませんが休講のご案内となります。休講の場合、ご予約分のポイントをお戻しさせていただきます。ポイントのお戻しは当日～翌日となりますので、お急ぎの場合は、お手数をおかけ致しますが mail@eeikaiwa.com までご連絡をお願い致します。

Subject : Apology mail (for return point)
Dear Mr./Mrs.*(生徒様名)
This is English Island Japan and Cebu Management.

We are very sorry.
Your reserved teacher *(ご予約の講師名) can't handle the class due to *(理由) for today.
We tried to look for substitute teacher but we couldn't find any.
We will return your point and you can make a new reservation.

Date: June*(日付)
Number of class: *(レッスン数)

We are hoping for you kind understanding.
Sincerely,
English Island Japan and Cebu Management

オフラインのご報告メール

レッスン開始時間より5分を経過してもスカイプで連絡がつかない場合、担当の先生よりOffline mailが送信されます。開始時間より15分が経過しますと、レッスンはキャンセルとなってしまいますのでご注意ください。

Subject : OFFLINE INF
Dear Mr./Mrs.*(生徒様名)
This is Teacher *(講師名) from English Island.
I called you several times, but you were offline to me.
Please call me or contact to our office if you need assistance.
Take care and I hope to hear from you soon.

(NOTICE)
Your teacher will wait for 15 min and if you still seem offline, your reservation will be canceled.

Your teacher,
*(講師名)