

26th November 2017

Dear Mr Daly,

Thank you for applying for the position of part-time sales assistant at Rewind Video.

We’re currently interviewing applicants.

You’re required to bring to the interview your referees’ contact details, and a recent passport size photograph.

Your scheduled interview time with Ms Jane Lamprell is the 30th November at 3pm at 134758 Main Rd, Bath BA11MA.

If this time is not convenient, please contact Jane Lamprell’s secretary, Melanie Spice on

9825 6182.

Yours sincerely,

Ms Teresa Green

HR consultant

