

## Model letters

### An invitation to an interview

#### **Business Systems Ltd**

26 Lymington Road  
Manchester M34 2RD  
Tel: 0044 0675 23144  
Fax: 0044 0675 23145  
info@businesssystems.xyz.co.uk  
www.businesssystems.xyz.co.uk

6 September 20..

Mr Henry Fisher  
Mouse Cottage  
Green Lane  
Sevenoaks Kent  
TN15 2AP

Dear Mr Fisher

International Marketing Assistant – Manchester

Thank you for your letter of 2 September, applying for the position of International Marketing Assistant with this company.

We would like to invite you to attend an interview at this office and would be grateful if you could telephone the undersigned as soon as possible to arrange a suitable date and time. Enclosed is a copy of the person specification and job description for this job, which we would like you to familiarize yourself with before the interview. Alternatively, you can go to our website for these documents and other information about the company. A map showing the location of our office is also enclosed.

If you have any questions, please raise them when you call to arrange the interview.

We look forward to welcoming you to our offices.

Yours sincerely

**John Spence**

John Spence  
Personnel Assistant

encs

## A rejection letter

10 September 20..

Mr George McAllister  
65 Belsize Lane  
Belsize Village  
London NW3 5AS

Dear Mr McAllister

**International Marketing Assistant – Manchester**

Thank you for your letter of 4 September, applying for the position of International Marketing Assistant recently advertised in *The Times*.

We have studied your curriculum vitae in depth, but regret that we are unable to offer you an interview at this time.

We wish you every success elsewhere and appreciate your interest in our company.

Yours sincerely

## A rejection letter (after the first interview)

20 September 20..

Ms Alexandra Bang  
Vester Voldgade 106  
Copenhagen V  
DK-1552 Denmark

Dear Ms Bang

**International Marketing Assistant – Manchester**

Thank you for attending the interview on 17 September for the above position. It was very nice meeting you.

We have now fully considered your application and regret that we are unable to offer you a second interview/the position on this occasion. We would like to reimburse you for your return flight to the interview and would ask you to send details of the cost, together with a receipt or copy of the ticket, and your bank details.

We will hold your details pending and let you know if a suitable opening occurs in the future.

We appreciate your interest in our company and would like to take this opportunity of wishing you every success elsewhere.

Yours sincerely



## An offer letter

**Business Systems Ltd**

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 www.businesssystems.xyz.co.uk

20 September 20..

Mr Henry Fisher  
 Mouse Cottage  
 Green Lane  
 Sevenoaks Kent  
 TN15 2AP

Dear Mr Fisher

**International Marketing Assistant – Manchester**

Further to your recent interviews, we have pleasure in offering you the position of International Marketing Assistant in the UK Marketing Department, based at this address, at a commencing salary of £40,000 per annum. This offer is conditional on receiving a satisfactory reference from your present and last employers and to the satisfactory completion of a three-month probationary period on either side.

Basic hours of work are normally 9 a.m. to 6 p.m. Monday to Friday, including an hour for lunch. It will be necessary for you to work overtime as and when required. Holiday entitlement is 20 days per annum, rising to 25 after two years' service. Normally holiday cannot be taken during the probationary period. All terms, conditions and benefits are detailed in the handbook and contract enclosed.

We would like you to start on 1 November 20.., if possible. During your first week you will participate in an induction seminar to familiarize you fully with the company. Full details of this will be sent to you nearer the time.

Please let us know as soon as possible if you would like to accept by signing and returning one copy of the contract. We will then take up references. We hope you will join us and very much look forward to hearing from you.

Yours sincerely

*June Stewart*

June Stewart  
 Head of International HR

encs Contract of employment  
 Company handbook

## A request for a reference

**Business Systems Ltd**

26 Lymington Road  
 Manchester M34 2RD  
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 www.businesssystems.xyz.co.uk

25 September 20...

Glenda Martin  
 Human Resources Manager  
 Greenman International Books  
 25 Manning Avenue  
 Glasgow G23 6RT

Dear Ms Martin

**Re: Henry Fisher**

The above-named is being considered for the post of International Marketing Assistant and has indicated that you would be willing to provide a reference. I should therefore be most grateful if you would confirm to me his position and the dates he was employed by your company.

It would also be helpful if you could clarify his sickness record over the last two years, as well as his reason for leaving your employment. Any information you can give as to Mr Fisher's suitability for the above type of position would be most helpful. I am enclosing a job description and person specification for the position he is being considered for.

Any information you provide will be treated in the strictest confidence and may I take this opportunity of thanking you in advance for any help you are able to give us. We would appreciate your prompt reply.

Yours sincerely

**June Stewart**

June Stewart  
 Head of International HR

encs



## A reference

  
**Greenman  
International  
Books**

25 Manning Avenue • Glasgow G23 6RT  
 Tel: 0044 0141 628749 • Fax: 0044 0141 628750  
[www.GreenmanInt.co.uk](http://www.GreenmanInt.co.uk)

June Stewart  
 Head of International HR  
 Business Systems Ltd  
 26 Lymington Road  
 Manchester M34 2RD

Dear Ms Stewart

**Henry Fisher**

We refer to your letter of 25 September asking for a reference on behalf of the above.

Henry Fisher was employed by this company from 1 January 1998 until 31 October 2004, when he left of his own accord. We understand he was proposing to travel for four months in Australia. He started as a trainee in our Public Relations department and transferred to Marketing in April 2000 where he worked as a Marketing Assistant. During his time in our employ he gave good service and worked to our satisfaction in all areas. His involvement in international affairs covered the last two years of his employment. During this period he had eight days' sickness recorded.

We are delighted to give a reference for Mr Fisher and have no reason to believe he would not be suitable for the job outlined in your enclosures. We wish him well in his future career. This reference is given without responsibility on the part of the writer and the company.

Yours sincerely

*Glenda Martin*

Glenda Martin  
Human Resources Manager

June Stewart  
 Head of International HR

Contract of employment  
 Company handbook