



Capital Court,
30 Windsor St,
Uxbridge
UB8 1AB, Great Britain
Phone : 0120410101

Karl Robinson
128 Oxford Street
Leigh, Lancs
WN7 1NG

Tuesday, 1st March 2019

Dear Karl Robinson,

Re: Vacancy for human resources manager

Thank you for applying to Manpower. Your application for the human resources manager position stood out to us.

The candidate must be reminded of which position he / she is summoned for an interview.

As a result, I would like to **invite you to attend an interview** on 15th March 2019 at 2 o'clock at our office in Uxbridge. Your interview will be with the department manager, Mrs Ana Markle.

The date, time and location of the interview must be specified.

We must also specify to the candidate if it is a telephone, skype or physical interview. Moreover, we must indicate the recruiter's name and hierarchical position.

The interview is scheduled to last approximately one hour and **will proceed as follows** : an exchange of 40 minutes and then different personality and HR knowledge tests.

We must inform the candidate if it is a group interview and if technical tests are planned.

Please can you **bring along the following documentation to the interview**: Diplomas, identity documents and any letters of recommendation that you may have.

We must inform the candidate on what to bring to the interview.

Prior to the interview we will be **contacting your references** as given on your application form. If you have stated that you do not wish us to contact your current employer, this reference will not be taken up unless you are successful at interview.

We have the obligation to inform the candidate that we will contact his former employers for references.

Please contact Mrs Becker on 01942 101 101 or meghan.becker@manpower.co.uk to confirm your attendance at the interview. If you have a disability and require any special arrangements to assist you at the interview, please let me know.

It is important to transmit a person's direct contact information so that the candidate can contact them in case of questions or impediments.

You will find enclosed with the letter a map showing the location of the interview.

In order to facilitate the arrival of the candidate, we can include an access plan.

Upon arrival at reception please ask for Mrs Markle.

We look forward to meeting you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Meghan Becker', with a stylized, cursive script.

Meghan Becker

Executive assistant