**Reading Activity:**

**A formal letter from an employer**

Mr Thomas Hunter Creed Recruitment

24 Kessock Road Grange Court

London E10 5NY Buckingham Street

London EC1 5RG

5th March, 2024

Dear Mr Hunter,

**Vacancy reference: Assistant manager**

Further to your application for the above position, I am pleased to be able to invite you to attend an interview.

Please report to the HR office on Tuesday 11th March at 1 pm.

A job specification is enclosed.

If you have any access needs in order to complete your job or be able to attend the interview, please let me know as soon as possible.

Finally, it would be helpful if you could confirm whether or not you will be able to attend.

Yours sincerely,

Jennifer Smith

Recruitment Advisor