

Post Office Ltd
Upper Floors, The Markets branch
6-16 New York Street
LEEDS
LS2 7DZ
T GRO

Confidential – Special Delivery

Date

Dear ,

Two copies of the notes of your meeting are enclosed; they have been compiled from a recording of the interview. The notes are a summary of the actual voice recording and not a transcription.

A copy of the voice recording is being sent to you under separate cover.

Please sign a copy to confirm your agreement to them.

If you do not agree with them as an accurate record of what was said at the meeting please annotate them by putting a number in the notes where you would like to make a change. On a separate sheet, list the numbers and the text you propose to be added or deleted against them.

One copy of the signed notes or the annotated notes and list of proposed amendments must be returned to me by the (seven days). You may wish to retain the second copy for your records.

Yours sincerely

Contracts Manager

enc: Interview notes