



Example Communications

The content of the main body of all of the following letter formats can equally be used for email/text/other communications

Example Speculative Letter

Your Name and Address

John Smith
1234 Your Street
Your Town
Your County
Your Postcode

Their Name and Address

Peter Jones
Company Name
5678 Their Street
Their Town
Their County
Their Postcode

15th November 2020

Dear Mr Jones

Reference: Your recent announcement

Following your recent announcement about the forthcoming relocation of your factory from Surrey to a location Birmingham just two miles from here I live.

I am currently looking for new job opportunities and, having previously worked for another of your competitors, I wanted pass on my CV to see if it might be of interest to you.

I would particularly highlight

- 5 years as an operations manager at XXXXXX XXXXXXXXXX where I successfully managed 65 employees, consistently meeting all quality, efficiency and team targets using excellent leadership, communication and project management skills with energy, determination and persistence
- An excellent track record over 20+ years of successfully managing and developing teams of between 20 and 100 employees to become high performers using outstanding coaching, listening and operational skills by being motivated, motivational and professional

I would value the opportunity for a chat at your convenience and, if I may, I will call your office to see if we can arrange a discussion about how I may be of help to you resourcing the new factory, or, if you prefer, please feel free to contact me.

Yours sincerely

XXXXXX XXXXXXXXXX



Example Application Cover Letter

Your Name and Address

John Smith
1234 Your Street
Your Town
Your County
Your Postcode

Their Name and Address

Peter Jones
Company Name
5678 Their Street
Their Town
Their County
Their Postcode

15th November 2020

Dear Mr Jones

Reference: Job vacancy details

Thank you for forwarding the information pack and, as per the instructions, please find attached the completed application form and a copy of my CV

As you will see, I have

- Been an operations manager for 5 years at XXXXXX XXXXXXXXXX where I have successfully managed 65 employees, consistently meeting all quality, efficiency and team targets using excellent leadership, communication and organisational skills with energy, determination and persistence
- An excellent track record over 20+ years of successfully managing and developing teams of between 20 and 100 employees to become high performers using outstanding coaching, listening and training skills by being motivated, motivational and professional
- Used highly effective analytical, project management and operational skills coupled with pragmatism and flexibility to complete the setting up and implementation of several new production lines on time and meeting all production KPIs

I look forward to hearing from you concerning the next stage in the selection process and, hopefully, to meeting you in due course.

Yours sincerely

XXXXXX XXXXXXXXXXXX



Example Follow-up Letter

Your Name and Address

John Smith
1234 Your Street
Your Town
Your County
Your Postcode

Their Name and Address

Peter Jones
Company Name
5678 Their Street
Their Town
Their County
Their Postcode

15th November 2020

Dear Mr Jones

Reference: Job interview details

Thank you for the opportunity to meet you earlier today, my interest in the role has grown even further having attended the interview. I was particularly enthused by

- Your description of the operational experience you are looking, having myself successfully managed 65 employees in my last role in a similar production line
- The team development needs you outlined, having spent 20+ years of successfully managing and developing teams of between 20 and 100 employees to become high performers
- The projects you mentioned, having been involved in the implementation of several new production lines on time and meeting all production KPIs

I look forward to hearing from you about any next steps in your decision-making process.

Yours sincerely

XXXXX XXXXXXXXX



Example Acceptance Letter

Your Name and Address

John Smith
1234 Your Street
Your Town
Your County
Your Postcode

Their Name and Address

Peter Jones
Company Name
5678 Their Street
Their Town
Their County
Their Postcode

15th November 2020

Dear Mr Jones

Reference: Offer of employment

As per our telephone conversation earlier today, I am delighted to confirm acceptance of the job offer you have made, I am delighted to be joining you and can confirm that I will be able to join you on the specified date

I also look forward to receiving and the contract of employment for signing and the other documentation you mentioned.

Finally, if there are any opportunities nearer to the start time for me to start learning more about the role and perhaps the opportunity to meet some of the senior team, I would be very pleased to come in to the factory.

Yours sincerely

XXXXXX XXXXXXXX



Example Rejection Letter

Your Name and Address

John Smith
1234 Your Street
Your Town
Your County
Your Postcode

Their Name and Address

Peter Jones
Company Name
5678 Their Street
Their Town
Their County
Their Postcode

15th November 2020

Dear Mr Jones

Reference: Job interview details

Thank you for your call earlier today.

Understandably, I am disappointed to have been unsuccessful on the occasion, especially having reached the last two candidates in your selection process.

Thank you also for the invitation to receive feedback which I would very much like to take up and look forward to hearing from you on a convenient date and time for this to occur.

Needless to say, I would be happy for you to keep me on your records for future opportunities and, if I can be of value to you at some time in the future, please do not hesitate to contact me.

Yours sincerely

XXXXXX XXXXXXXX