

Caroline Harrington - Assistant Business Manager

From: Caroline Harrington - Assistant Business Manager
Sent: 19 November 2001 13:43
To: Fiona Cameron - General Manager
Subject: Appointment letter for CHI



APPTLET.DOC

Fiona - this is my first draft of a letter to notify people of their forthcoming interview with CHI.

The dates and times will obviously vary for each letter but the basic content would be the same - what do you think?

I would suggest the following timetable:

Monday 7th 2-3pm Max Millett, Ian Reid, Eileen Thomas

Monday 7th 3.30-4.30 Julie Jones, Steve King, Ian Piper

Tuesday 8th 9.30-10.30 Peter King, Jeff Watling, Lesley Humphrey

Tuesday 8th 11-12 David Lee

CHI have already told us that this is the order they want to see people, and I have given them (CHI) half an hour break between interviews - this may be too generous?

I have also left a gap on the letter for the date by which I will ask for their confirmation of attendance, I was thinking of Monday 10th December 2001, this is because Peter is away until then, but I would imagine people would respond much quicker than that.

Feel free to amend/suggest alterations as you wish, it needs to be right!!

Thanks,

Caroline

DRYAD

STAFF WHO HAVE LEFT DRYAD WARD SINCE 1998				
NAME	LEAVING DATE	CURRENT BASE	TELEPHONE	ADDRESS
SSN S.S. Hallmann	30.06.01	Staff Nurse, Jubilee House	02392 324034	38 Newtown, Portchester, Fareham PO16 8BE
SN I.M. Dorrington	Left (30.11.99.)		01329 665561	35 Fury Way, Stubbington, PO14 3RN
SN S.B. Ring	10.10.98.	Staff Nurse, Rosewood Ward	01329 286321	
SN P.J. Shaw	Left (1.10.98.)		02392 501720	71 Grove Road, Gosport PO12 4JJ
EN K.J. Henning	08.08.99.	Support Worker, Briarwood	01329 286321	
SN I.D. Lloyd	25.04.99.	Staff Nurse Night Nursing	01329 286321	
HCSW	13.09.01.	Medical Dismissal	02392 550739	
HCSW	Left (31.10.00.)		-	
HCSW	Left (30.11.98.)		02392 357859	
HCSW	Left (28.08.98.)		02392 521451	
HCSW	Left (31.08.98.)		02392 646285	
HCSW	Left (15.06.01.)		02392 787058	
SN C.E. Evans	Left (25.09.01.)		07748 972972	56 Wigford Road, Dosthill, Tamworth, Staffs B77 1LY
SN G.M. Ryder	Left (13.05.01.)		01962 779542	Yew Tree Cottage, Itchen Stoke, Alesford, SO24 0QZ
HCSW	Left (27.06.00.)		02392 355486	Code A
HCSW	25.09.01.	Physio Assistant, SMH	02392 866811	
Bank Nurse M.J. Theadurus	Left (7.3.00.)		02392 797046	148 Queens Road, Gosport, PO12 1LH

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