j0205582Computer Discount Centre

#### PO Box 3351

NAPIER

Phone 06 843 3421

PLEASE INSERT TODAY’S DATE HERE

PLEASE INSERT ADDRESS BLOCK HERE

Dear PLEASE INSERT MERGE FIELD, FIRSTNAME HERE

At present, we are looking at appointing another full time sales person in our Taradale retail shop. This appointment will require a 40 hour working week to be completed. Your present job title is PLEASE INSERT MERGE FIELD, JOB TITLE HERE.

PLEASE INSERT PARTTIME DATA HERE

We would like to offer you the opportunity of applying for this position, if you are already one of our part time employees, or perhaps you know of someone else who would be interested in this job. We have included the hours of work at present undertaken by part time staff and would point out that some of this work MAY be reduced when the full time position is filled.

PLEASE INSERT PARTTIME CHART HERE

If you would like more information, please contact me.

Yours sincerely

Ann Dimmock

Manager