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| --- | --- | --- | --- |
| Gofynner am ▪ Please ask for: |  | Eich cyf ▪ Your ref: |  |
| Llinell Uniongyrchol ▪ Direct Line: | 01267 246375 | Fy nghyf ▪ My ref: | / |
| E-Bost Uniongyrchol ▪ Direct E-Mail: | @sirgar.gov.uk | Ffacs ▪ Fax: | 01267 246134 |
| Dyddiad ▪ Date: | x |  |  |

Private & Confidential

Mr

[Address]

Dear

Re: Post Title

Further to the recent consultative process in respect of the XXX restructuring project, I am pleased to confirm that we are now in a position to commence implementation of the new structure.

Your current substantive job role has been identified as being broadly comparable with the above position within the new structure. A copy of the Job Profile and Person Specification is attached for your reference. There are, however, insufficient numbers of this post on the new structure to be able to confirm all qualifying candidates in post, and as such, I am pleased to be able to invite you to attend an interview for this position. The details of the interview are as follows:

Date: Time:

Venue:

The interview will be conducted by:

Name Position

Name Position

I will be happy to hold the meeting in Welsh or English could you please inform us of your preferred language in order that the appropriate arrangements can be made. If there are any other factors you believe may influence the arrangements of the meeting, please let me know as soon as possible.

Please contact the Human Resources Section at the e-mail address above to confirm your attendance as soon as possible. In accordance with current equality legislation, should you require any particular or special arrangements to be made to support your attendance at the interview, please let me know at the earliest opportunity.

Yours sincerely,

Mae croeso i chi gysylltu gyda’r Cyngor trwy gyfrwng y Gymraeg neu’r Saesneg.

You are welcome to contact the Council through the medium of Welsh or English.