August 2, 2010

Dear Valerie Nelson:

We are pleased to inform you that you have been shortlisted to be one of our production assistants. We would like to invite you to take an exam as part of the company’s recruitment process. This is to assess your knowledge on the position you are applying for. Also, right after the exam, we will immediately conduct the interview to assess how competent and dedicated are you for the job.

You are scheduled to take the exam and attend the interview on August 10, 2010 at 10 a.m. at the GMA Network Communications main office. Should there be a conflict on your schedule, kindly call 985-845-785, and look for Raymond so he can reschedule your exam and interview.

We hope to see you at our office on the mentioned date.

Regards,

Pamela Lewis

Recruitment Coordinator