PLEASE NOTE THAT THIS DOCUMENT IS INTENDED TO PROVIDE GUIDANCE FOR DIRECT PAYMENT USERS. YOU MAY WISH TO ADD TO OR EDIT THIS DOCUMENT TO MEET YOUR REQUIREMETS. THE COUNCIL DOES NOT TAKE RSESPONSBILITY FOR THIS DOCUMENT, RECRUITMENT OR EMPLOYMENT OF PERSONAL ASSISTANTS.

**Sample letter inviting people for an interview**

Your name

C/o Direct Payment Advisor / Job Centre / PO Box\*

Date:

Name of applicant:

Address of applicant:

Dear (*applicant’s name*)

**Personal Assistant position**

Further to your application for the position of Personal Assistant, I would be delighted if you could attend an interview on (date) at (*time*) at (*address*).

Please write to the above address to confirm that you are able to attend.

(*You may want to include a map for the location of the interview*.)

(*If you are paying people’s interview expenses put the details here.*)

I look forward to seeing you.

Yours sincerely,

(Your name)

\* Use the return address you used for applications, not your own address