May 6, 2019

I was happy to meet you last week. There are several ROLL ‘N’ RELAX’ managers who would like to meet with you. We have tentatively scheduled a second set of interviews on , at .

If you have any questions, or if the scheduled time is not convenient for you, please call me at (610) 555-4321, ext. 7762.

Cordially,

Jane Smith

Director, Human Resources