To: Department Managers

From: Melanie Mankin

Subject: New Candidate Selection

Cc:

Bcc:

Greetings Department Managers,

This is to inform you that we are considering hiring new employees. The economy is improving, and everyone is pleased that our company’s future looks bright. We have five candidates lined up to be interviewed, and your presence is required to help aid in the selection process. The first session is on May 5 in the Conference Room. The second session is scheduled for May 9 in Office 22. The last session will be on May 12 once again in the Conference Room. Attached are the résumés of the five candidates we have scheduled. As you will note, these are very promising candidates that can benefit your projects and goals. This is our chance to work together to hire the best candidate for the company. For these interviews to be successful, please examine all the candidates’ résumés and send me your ranking lists.

Thank you,

Mellanie Mankin, Manager

<mmankin@rockstudios.com>