

From: [REDACTED]  
To: [REDACTED]  
Subject: RE: How to add missing info  
Date: 24 June 2021 17:36:12  
Attachments: [image004.png](#)

Understood! Thank you and enjoy some time off!!



[www.therecruitmentjunction.com](http://www.therecruitmentjunction.com)



The Recruitment Junction is a Charitable Incorporated Organisation, entered onto the Register of Charities with the Charity Number 1191442. The office address is TusPark, Maybrook House, 27 Grainger Street, Newcastle upon Tyne, NE1 5JE. This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately and delete this email from your system. If you are not the named addressee you should not disseminate, distribute or copy this email and you are notified that disclosing, copying, distributing or taking any action in reliance upon the contents of this information is strictly prohibited. The Privacy Notice displayed on our website explains how we will use your personal data.

From: [REDACTED]@newcastle.gov.uk>  
Sent: 24 June 2021 17:20  
To: [REDACTED]@therecruitmentjunction.com>  
Subject: RE: How to add missing info

Hi [REDACTED],

My apologies but I won't be able to check the outputs at the moment as I'm working on completing quarterly monitoring which needs to be sent off to DWP by close of play tomorrow. I'm also on annual leave from Monday and tomorrow I'm only in for a half a day...

Your project outputs will be checked upon my return unless [REDACTED] has got the capacity to do this. Otherwise, please don't worry about this – I'm sure we'll get those completed as soon as possible. Hope that's okay.

In terms of adding missing evidence on [REDACTED] I had this query from another project today in the morning, so I can easily copy & paste the response!

Here's how to do it:

1. Search for the participant
2. View Details

3. View this enquiry
4. Add New Task/Stages

[Add New Task / Stages](#)

114



www.therecruitmentjunction.com



The Recruitment Junction is a Charitable Incorporated Organisation, entered onto the Register of Charities with the Charity Number 1191442. The office address is TusPark, Maybrook House, 27 Grainger Street, Newcastle upon Tyne, NE1 5JE. This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately and delete this email from your system. If you are not the named addressee you should not disseminate, distribute or copy this email and you are notified that disclosing, copying, distributing or taking any action in reliance upon the contents of this information is strictly prohibited. The Privacy Notice displayed on our website explains how we will use your personal data.

\*\*\*\*\*

**This email, including any attached files, may contain confidential information and is intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient, the disclosure, copying or distribution of the information included in this email is prohibited and may be unlawful. Please notify us by replying to this communication and confirm deletion of the email. Thank you for your co-operation**

\*\*\*\*\*