

Letter About A Job Interview

Joe's Cafe,
High Street,
Sheffield,
S23 6DR

20th November 2017

Dear Gemma,

Thank you for your application for the post of waitress at Joe's Cafe. We would like to invite you to an interview on Wednesday 27th November at 3 p.m.

We look forward to meeting you then.

Yours sincerely,

Joe Hill

1. Who is the letter from?

2. Which job has Gemma applied for?

3. What day of the week is the interview on?

4. What date is the interview on?

5. What date was the letter sent?

Letter About A Job Interview **Answers**

1. Who is the letter from?
Joe Hill.
2. Which job has Gemma applied for?
Waitress.
3. What day of the week is the interview on?
Wednesday.
4. What date is the interview on?
27th November.
5. What date was the letter sent?
20th November.