

Pro-Active Human Resource Management – sample letter

Specifically for people who were retrenched from a long term position

Format as per letter writing handout

Dear (*name person*)

I noticed that you received a major tender from the State Government, and your firm employs a large number of semi skilled workers at your Kewdale factory. Does this mean you will be looking for reliable and loyal personnel?

I worked at (*Name Company/Firm*) for 10 years as a Delivery Driver until I was retrenched in (*date*) due to the contracting out of the transport division.

My work experience also includes 3 years as a warehouse attendant in the (*name industry*) industry. My three main area of experience are:-

- Delivery Driver - C class license
- Forklift Operator
- General warehouse duties

Since my retrenchment, I have had a variety of contract and casual positions and I am very keen to be considered for a permanent full time position in any of the above areas.

As you can see my working career has been stable and I can supply referees who can testify that I am very reliable, a good worker who can work well in a team or unsupervised.

I would appreciate your consideration of my job application and I will be happy to attend a personal interview in anticipation of a position becoming available in the future.

I am available at any time for an interview as I am currently employed on day to day casual basis and would be available for an immediate start.

Yours sincerely

Name

Enc. Resume