



400 Stewart Avenue,  
Last Vegas, NV 89101

## MEMORANDUM

**TO:** Kate Bush, Manager of Customer Service  
**FROM:** Maddie Lord, Human Resources Manager  
**DATE:** January 21, 2016  
**RE:** Candidate Interviews

Out of the 100 applications, I have narrowed the candidates down to 10 for the new position in the Customer Service Department. Within the next few days they will receive an invitation to come in for an interview.

The interviews will be held in the Human Resources Department. Let me know when these should take place and how many people from your department will be attending because proper arrangements must be made. In addition, please have someone from your staff available to show candidates around the department to get a feel of the environment.

I am available to answer any questions you may have and would like to discuss this with you soon. Please contact me at (773)-899-5739. I look forward to hearing from you.