

October 13, 2017

The

Dear Sirs,

Reference is made to your letter of the 10th October 2017.

I am pleased to inform you that your application for the position of *Senior Lecturer in Business Administration* has been considered and you have been shortlisted for an interview on the 19th October 2017 at 10.00 am in the Lecture Theatre, School of Business Administration, University of Birmingham, Edgbaston, Birmingham, B15 2TT.

The interview will be held in the Lecture Theatre, School of Business Administration, University of Birmingham, Edgbaston, Birmingham, B15 2TT.

Yours faithfully,

Dr. [Name],
Senior Lecturer in Business Administration,
School of Business Administration,
University of Birmingham, Edgbaston, Birmingham, B15 2TT.

Yours faithfully,
[Name],
[Title],
School of Business Administration,
University of Birmingham, Edgbaston, Birmingham, B15 2TT.