

DART Letter Generator

The screenshot shows a software window titled "Add Letter (1009 - Mr R Charles - Employee)". The window contains the following fields and controls:

- Person Ref:** 1009
- Name:** Mr R Charles
- Letter Type:** A dropdown menu currently set to "All Letters".
- Letter Name:** An empty text input field.
- Actions:** A "Create" button is located to the right of the Letter Type dropdown.
- Dropdown List:** A list of letter templates is displayed below the Letter Name field, including:
 - Access to medical reports - employee consent form
 - Access to medical reports - letter seeking consent
 - Access to medical reports - letter to doctor
 - Confirmation of dismissal
 - Confirmation of summary dismissal
 - Confirmation of verbal warning
 - Course Joining Instructions
 - Early return from Maternity - employee confirmation form

The Letter Generator is a feature within **DART** that gives users the facility to produce and store standard business letters covering such areas as recruitment, training, statutory absences, administrative and disciplinary processes.

It is launched from within an employee record. As the letter is generated it can be previewed and amended throughout the process.