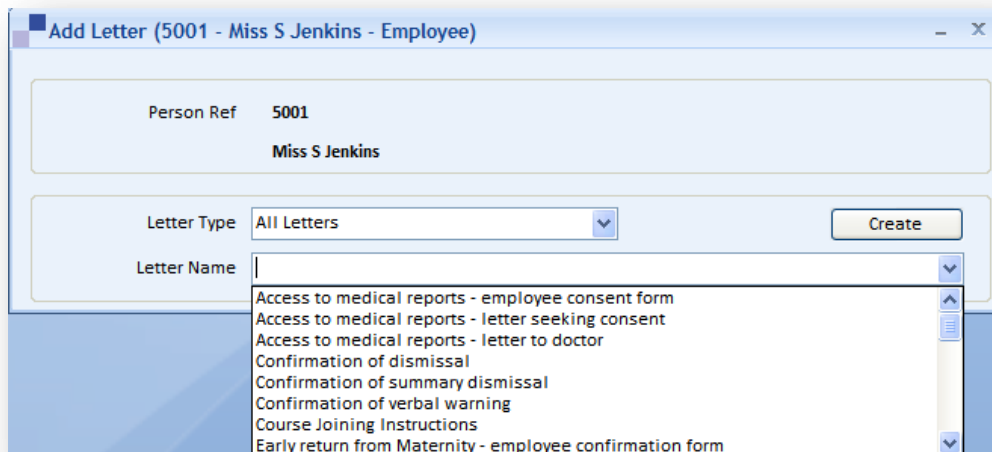


DART Letters



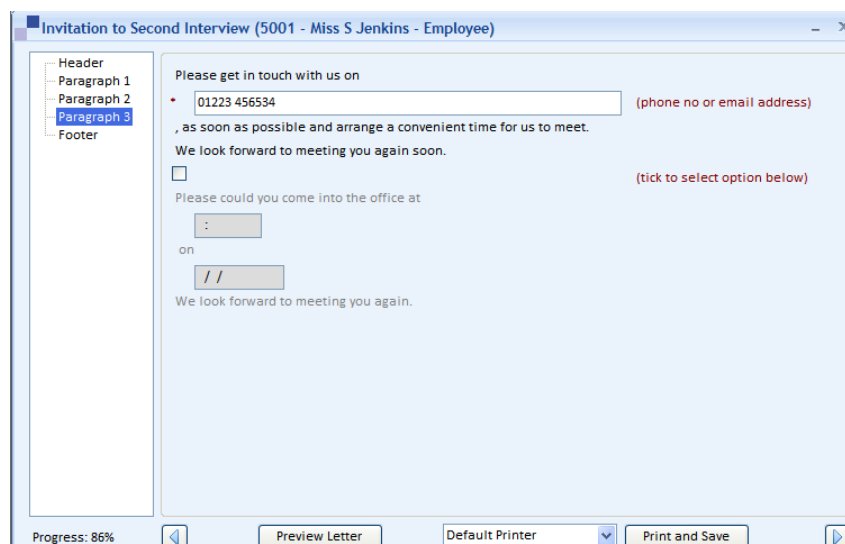
Person Ref 5001
Miss S Jenkins

Letter Type All Letters

Letter Name

- 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

DART has the facility to generate business letters for your people. They cover areas such as discipline, probation and recruitment.



Header
Paragraph 1
Paragraph 2
Paragraph 3
Footer

Please get in touch with us on

• 01223 456534 (phone no or email address)

, as soon as possible and arrange a convenient time for us to meet.

We look forward to meeting you again soon.

(tick to select option below)

Please could you come into the office at

:

on

//

We look forward to meeting you again.

Progress: 86% Default Printer

A DART wizard takes you through each stage of letter production.

When you create a disciplinary record in DART you have the option of creating accompanying legal letter. These letters conform to current legislation and are supported our partners, hc solicitors LLP.

DART Letters can be saved at any time during production and finished at a later date.