

24th March

Dear All,

Please can I remind everyone when contacting the HR department by telephone for any reason, to call us on the direct dial numbers (listed below) rather than calling the main hospital number.

We have voicemail on our direct dial numbers so you can leave us a message if we cannot answer your call. If reporting absence from work, please remember to call your department as well as HR – especially if we have been unable to speak to you . I also have a work mobile phone – 07927774848.

Sue/Debbie – 01428 647627/ 01428 647650 – ext. 1222/1223

Lorraine – 01428 647622 – ext. 1236

Many thanks,

Sue