

## **Sample Letter**

This is a sample letter that you can share with the host mine to invite their people to participate in the workshop.

**Dear Mr./Ms.** \_\_\_\_\_

Congratulations (participant's name). You have been selected to participate in a (Name of job analysis) Job Analysis Workshop for our mine.

Because you know your job better than any one else you have been selected as "subject matter expert" for the job being analyzed. Your expertise and contribution in the workshop is essential in developing a complete description of the job steps for the job being analyzed. The information will be used to train other persons who will be assigned to this type of work.

Included in this packet is information that will help you during the workshop. Please read the information and become familiar with the process and definitions. We will be using these definitions throughout the workshop.

The workshop facilitator will answer any questions you may have before the workshop begins.

*Thank you for you participation.*