Joanne Whitfield
Wakefield · joanne.whitfield@example.com · 07700 900908

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Ms Claire Booth
Operations Director
Aire Valley Packaging Ltd
Riverside Works
Keighley BD21 9ZZ

Dear Ms Booth

Application for HR Manager

I am applying for the HR Manager post at Aire Valley Packaging. For four years I have led HR at Calder Fold Foods, a 420-person food manufacturer on two sites, with an HR adviser, an HR officer and an HR administrator reporting to me.

I write our annual people plan with the operations director and report on it to the board each quarter. Over two years a new induction, a buddy scheme and early reviews have cut the share of new starters leaving in their first year from 38% to 24%, and five of the 18 key roles in our succession plan have been filled from within.

Last year I led the HR side of moving our night shift to a four-on, four-off pattern: consultation with employee representatives and new contracts for 130 staff, agreed without a formal grievance. I also rewrote our disciplinary, grievance and absence policies to the Acas Code of Practice and trained 40 managers to use them.

Your advert says you are bringing two sites under one HR team, and I would like to lead that work. I hold the CIPD Level 5 Associate Diploma and am an Associate Member of the CIPD. My CV is attached. Thank you for considering my application.

Yours sincerely

Joanne Whitfield