

Elstow Ordnance Factory,
Elstow,
Bedford,
Bedfordshire,
England.

8th December, 1940

Dear _____

Thank you for volunteering as a munitions factory worker. I am pleased to confirm your appointment at Elstow Ordnance Factory where you should attend next week for training.

Your duties at the factory will include:

- filling shells;
- repairing machinery;
- working on the production line.

You will be issued with protective clothing on arrival that must be worn at all times. You will receive one day off per week.

I look forward to seeing you next week.

Yours sincerely,
Mr. J. Harper
Elstow Factory Manager

WLA Headquarters
Balcombe Place,
Sussex,
England.

10th September, 1941

Dear _____

Thank you for volunteering to join the Women's Land Army. I am pleased to confirm your appointment at Cherry Hill Farm, Cambridgeshire, working under Mr. William Jollaner. You should attend the farm next week for training after which you will be shown to your accommodation.

Your duties at the factory will include:

- milking the cows;
- planting and growing crops;
- driving the harvester.

You will be issued with a uniform consisting of brown dungarees, hat and overcoat. The wearing of which is at the discretion of the farmer. You will be housed in a hostel in the nearby village of Willingham with sixteen other girls. You will receive £1.85 per week from Mr. Jollaner and in return you will be expected to complete 50 hours of work in this time.

Yours sincerely,
Mrs. Grace
(on behalf of Lady Gertrude Denman)

Queen Anne's
Chambers,
41 Tothill Street,
London,
England.

10th January, 1941

Dear _____

Thank you for volunteering to join the Women's Voluntary Service. I am pleased to confirm that you will be undertaking the running of a mobile canteen in London. You should attend the London WVS Rest Centre next week for training.

Your duties will include:

- preparing food;
- promoting the health and well-being of ARP staff;
- ordering and organising stock;
- assisting as directed with the safe housing of those affected by bombing.

You will be issued with a uniform consisting of a hat and overcoat that should be worn whenever you are on duty. Your hours of work will vary and more details will be communicated when you attend for training.

Thank you.

Yours sincerely,
Mrs. Enid LK Fitton
Centre Organiser

ARP Centre,
Rossendale Street, London,
England.

11th November, 1940

Dear _____

Thank you for volunteering to join Air Raid Precautions. I am pleased to confirm that you have been appointed as an ARP warden in central London. You should attend the Rossendale Street ARP Centre next week for training.

Your duties will include:

- patrolling streets after nightfall to ensure blackout;
- directing civilians to the nearest air raid shelter in the event of the siren sounding;
- extinguishing fires and clearing debris.

You will be issued with a metal hat and armband that should be worn whenever you are on duty. You will be expected to work three nights a week and in the case of any emergencies which may arise.

Thank you.

Yours sincerely,
Mr. James Falkirk
Rossendale ARP Centre Officer