Jason Burnett  
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Smithfield, CA 08055  
(909) 555-5555  
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June 17, 20XX

Mr. Michael Hynes  
Director of Human Resources  
Smithfield Granite and Stonework  
800 Marshall Avenue  
Smithfield, CA 08055

Dear Mr. Hynes,

As we discussed on the phone, I am very pleased to accept the position of Advertising Assistant with Smithfield Granite and Stonework. Thank you again for the opportunity. I am eager to make a positive contribution to the company and to work with everyone on the Smithfield team.

As we discussed, my starting salary will be $48,000 and health and life insurance benefits will be provided after 30 days of employment.

I look forward to starting employment on July 6, 20XX. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you very much.

Handwritten Signature (hard copy letter)

Jason Burnett