Shirley Lee

123 Business Rd., Business City, NY 54321 · 555-555-5555 · shirley.lee@email.com

May 20, 20XX

Mr. Tom Applicant

123 Main Street

Anytown, CA 12345

Dear Mr. Applicant,

ABCD company is pleased to offer you the position of Assistant Director, Customer Relations. Your skills and experience will be an ideal fit for our customer service department.

As we discussed, your starting date will be June 1, 20XX. The starting salary is $48,000 per year and is paid on a weekly basis. Direct deposit is available.

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on March 1. Dental and optical insurance are also available. ABCD offers a flexible paid time-off plan which includes vacation, personal, and sick leave. Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the ABCD team.

Please let me know if you have any questions or I can provide any additional information.

Sincerely,

Shirley Lee

Director, Human Resources

ABCD Company

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I hereby accept the Assistant Director, Customer Relations position.

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Signature

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Date

Amy Green

123 Business Rd., Business City, NY 54321 · 555-555-5555 · amy.green@email.com

May 20, 20XX

Magnolia Applicant

123 Main Street

Anytown, CA 12345

Dear Magnolia,

It is with great pleasure that I am writing to you to offer you the position of Senior Software Engineer with GMCD Solutions. Your experience and enthusiasm will be an asset to our company.

Please review the attached document outlining your salary and benefits, and sign where indicated. Return in the enclosed envelope within five business days. We will contact you once we have received the paperwork as to your start date.

We look forward to welcoming you as part of the GMCD Team!

Regards,

Amy Green

Human Resources Director

GMC Solutions

**Subject:** Acme Corp. Job Offer

Dear John,

Acme Corp. is pleased to offer you the position of Administrative Assistant, reporting to Mary Connelly in our Warburton offices.

Your start date will be June 1, 20XX. I’ve enclosed our welcome package, which outlines your salary and benefits, as well as our policies and procedures. Please sign to acknowledge receipt and your acceptance of our terms and return the last page in the envelope provided.

In the meantime, please feel free to contact me with any questions. We’re excited to welcome you to the team!

Best,

Bill Smith

Human Resources

ACME Corp.