

2345 Walter Way
Green Bay, WI 54311

May 30, 20XX

Mr. Timothy Rades
Program Director
Boys and Girls Club of Green Bay
1451 University Avenue
Green Bay, WI 54302

Dear Mr. Rades:

I am pleased to accept your offer to join Doe Corporation as a "marketing representative." The meeting with your marketing staff convinced me that I will be working with a successful team in a dynamic company, and I look forward to contributing to the team's efforts. As you requested, I have signed and enclosed the contract which details my salary as well as commission bonuses.

I appreciate the literature you sent on the company's retirement and insurance programs. Thanks also for offering to answer questions I may have concerning these benefits, when I report to you for orientation at 8:00 a.m. on Monday, January 3. I appreciate your help in processing the employment papers and look forward to our January meeting.

Sincerely,

Janet C. Smith

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