Shirley Lee

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

May 20, 2022

Mr. Thomas Kinajo

123 Main Street

Anytown, CA 12345

Dear Tom,

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, 2022. The starting salary is $56,000 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 June 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,

*Signature* (hard copy letter)

Shirley Lee

Director, Human Resources

ABCD Company

I hereby accept the Assistant Director, Customer Relations position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date