

24 April 14

**Billy Zimmer**

**Engineer**

**1325 Prospect Dr**

**Redlands, CA 92373**

Dear Billy Zimmer:

It's with great pleasure that I welcome you to DevAV. We are so happy that you chose our organization and look forward to work with you for many years to come.

As you probably know by know, you should consult our employee directory whenever you need to locate a team-member. In the meantime, please remember to complete your health insurance paperwork as soon as possible.

Thanks again and have a great first week at DevAV.

Sincerely,

*John Heart*

*CEO - DevAV*