

Questions 15–19 refer to the following letters.

October 25, 20__

Mr. William Prince
1785 Honeycutt Boulevard
Marysville, IL 53028

Dear Mr. Prince:

We are pleased to offer you the position of Budget Assistant at Systems, Inc. We would like you to start work on Monday, November 10. You will report to your supervisor, Ms. Chen, in room 44. We are happy to offer you the salary that we discussed in your interview. Other benefits include health insurance for you and your family. We are sorry that we cannot offer life or dental insurance at this time, but we may be able to in the future. You will also get 20 vacation days and 5 sick days per year. Stock options and a pension plan are also available. I would suggest that you make an appointment to come in and speak with Emma Park, our benefits expert, very soon, and she can explain the full benefits package to you. At the same time you can fill out some paperwork for us.

Welcome to Systems, Inc. We look forward to working with you.

Sincerely,

Ivan Katz

Ivan Katz

October 31, 20__

Mr. Ivan Katz
Human Resources Director
Systems, Inc.
1700 Main Avenue
Chicago, IL 53147

Dear Mr. Katz:

Thank you for your offer of a position at Systems, Inc. Unfortunately, I have decided to take another position. I say this with real regret as I am sure that I would enjoy working at Systems, Inc., and the benefits are very attractive. However, I believe my new position at the Horizon Company will be better for me. Systems, Inc. has offered me a higher salary and twice as many vacation days as Horizon, but Horizon has offered me the same type of job and it's closer to my home. I find that location is very important. It would take me over an hour just to get to work if I had the job at Systems, Inc. Because of my family and other commitments, I cannot agree to put myself in such a situation. Thank you again for the offer.

Sincerely,

William Prince

William Prince