



Googley Company
123 Sesame Street
Brampton, ON
L8A 5K3

March 18 2024

Mr. Ryan Oaks
510 Maple Road
Orangeville, ON
L6T1W4

Dear Mr.Oaks,

I hope this letter finds you well. I would like to congratulate you on the hiring you applied for, you have met the requirements for the required position in our multinational corporation. You are going to be our HR head, you are responsible for all the workings within the human resources department, you will also supervise the multiple sub-departments within HR. Your role is to develop and implement HR strategies, policies, and programs that support the business objectives, vision, and values of the corporation. Mr.Oaks, you will be working 8am to 4pm, which will be an 8 hour shift that will happen in our HR head department. Our expectations for you are that we hope you have superior communication skills, you can direct the administrative functions of an organization, plan and coordinate your work among us. Your salary will be \$124,359 annually, which is \$10,363 monthly.

We look forward to having you as our HR representative/head of department. We hope you bring our company good and that you enjoy your new upcoming job.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shaw S', with a stylized flourish at the end.

Googley Corporation