

October 22, 2025

Dear Bob Martinez,

We are delighted to extend to you an offer for the position of **Data Analyst** at **TechNova Inc.**. Your official start date will be **November 10, 2025**.

At TechNova Inc., we believe our people are our greatest strength. We are confident that your skills and enthusiasm will make a valuable contribution to our team.

Please review the attached details of your employment package. Should you accept this offer, kindly reply by .

We look forward to welcoming you aboard and working together toward shared success.

Warm regards,

John Smith

Human Resources Manager

TechNova Inc.

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