

Google
111 Richmond Street West
Toronto, ON
M5H 2G4

March 18, 2024

John Smith
Super Stars School
123 sesame street
Brampton, ON
L6T1W4

Dear Mr Smith,

I would like to congratulate you for getting accepted into the amazing company we hold here in Toronto. I would like to inform you of the basics of your job, your working hours, your job description, and our expectations. To start, you will be working from 9-5 every day. You will be in charge of handling the documents coming into our facility, distributing them to each worker and doing your part of the work. We expect you to give your best effort every day and respect us as much as we respect you.

Yours Sincerely,

Shawn Wanniarachchige