



Buildify  
254 Tuffer Drive, Milton,  
Brampton, ON  
L3T 0W9

March 19th 2024

Mr. Jordan Smith  
85 Challenger Road  
Ridgefield Park,  
Brampton, ON  
LY0 2W5

Dear Mr Smith,

I hope this letter finds you well. It would be our pleasure to invite you to our small business; 'Buildify' as soon as possible! We have discussed endlessly and come to a decision that you would be a great addition to our quickly growing workforce as the project manager. Your resume impressed us with a great deal of experience when it came to managing and leadership skills. These skills would aid our company for the better. Please do let us know if you would be interested in accepting this position, and we could further discuss the perks.

Your prompted position comes with several responsibilities throughout our business. As the project manager, you will implement significant plans and projects while also supporting other team members, and managing our budgets. If you accept this position, you will be expected to work hard and efficiently to complete your daily goals. This can be anything from monitoring project progress to keeping track of our daily spending in an organized manner. Please keep in mind that this position requires a great deal of responsibility skills that we hope that you will use.

If you accept to be Buildify's project manager, your work hours will be full time and 5 days a week. You will be expected to be at work bright and early at 9:00 am, and will be free to leave at 7:30pm. Your pay will be \$88125k per year with a commission of \$100 for every hour worked overtime. You will have a break of 1 hour and 30 minutes 2:30 to 4:00pm.

Please let us know what your decision is as soon as possible.

Best regards,

A handwritten signature in black ink, appearing to be a stylized 'S' or 'B'.

Buildify