

Thursday, September 28, 2023

Sloane Gwen
2327 Brunswick St
Halifax, Nova Scotia
B3K 2Z2

Delphia Evette
Computing inc.

666 Ontario St
Toronto, Ontario
M4X 1N1

Dear Sloane Gwen,




Congratulations on acquiring the job as an accountant in this company effective October 2nd, 2023.

Your annual salary will start at \$60,521 paid on a bi-weekly basis.

You as the company's accountant will be expected to record financial transactions and correct the company's finances to help make financial decisions.

You are expected to work from 9 am to 5 pm Monday through Friday.

Your workstation setup will be ergonomic to ensure our workers are healthy. You can refer to the following table to see what your setup will look like.

Item	Picture Of Item	Reason for Selection
Desk		The reason I selected this desk is because the desk has an adjustable height so the employee can stand and work.
Chair		The reason I got this chair is that this allows the back to be in the correct posture and allows airflow through the back of the chair to the two employee's back
Input A		This mouse works like a normal mouse and it doesn't put strain on the wrist and cross the bones in your forearm. When you are using a normal mouse, the bones are crossed in the

Input
B



forearm, so this mouse prevents that and helps ergonomics.

This computer is designed for your hands, so your hands won't be in weird positions to press certain keys.

Output
A



It's a high-quality monitor for a good price.

Output
B



This pair of headphones is cheap and is high quality and connects to Bluetooth

Again, congratulations on acquiring the job! Please let me know if you have any questions regarding your new position.

Sincerely,

X *Delphia*

Delphia Evette
Founder