

Company XYZ

Date: 2017-01-31T19:2

To: ...

Address: 2015 ... , 653 ..., WA 98101

Subject: Employment Offer

Dear Matthew Mend,

We are pleased to offer you the position of Administrative Assistant at Company XYZ. Your skills and experience will be a valuable addition to our team. Please review the enclosed contract for details regarding compensation and benefits.

Sincerely,

... , HR Manager