

# Company XYZ

Date: 2022-02-21T10:4

To: ...

Address: 1976 ... , 964 ..., WA 98101

## **Subject: Employment Offer**

Dear ... ,

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