

Company XYZ

Date: 2020-07-10T03:4

To: ...

Address: 2012 ... , 8315 Ch, WA 98101

Subject: Employment Offer

Dear Marcus Andre,

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