

# Company XYZ

Date: 2005-01-24T09:5

To: Kendra Andre

Address: 1985 Bobby , 0927 St, WA 98101

## **Subject: Employment Offer**

Dear Kathy Miller,

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