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|  | Innovative Products  32 South Waterway Blvd., Purlington, IN 47632 |
| 5/14/2008 |  |
|  | Ms. Karen Ryder  17 Raynesdale Ct.  Purlington, IN 47632  Dear Ms. Ryder:  Welcome aboard! We are pleased to inform you that you have been selected for participation in Innovative Products’ summer internship program. After intense review of more than 120 applications, we decided that your qualifications, work ethic, and scholastic efforts make you an ideal candidate for this position.  Innovative Products has a long history of supporting the local universities by providing internships, scholarships, and training opportunities to area students. As an intern, you will benefit by gaining valuable work experience in your field, by being immersed in our day-to-day operations, and by making contacts that may help you in your job search after graduation.  We ask that you report to Human Resources on Monday, June 11, at 8:00 a.m. for orientation. If you have any questions before that time, please contact us at (219) 555-7710, extension 42. Again, congratulations and welcome to Innovative Products!  Sincerely, |
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