

Offer Letter

Dear **Mary Lopez**,

We are pleased to offer you the position of **Receptionist / Front Desk Agent** at our company.

Your joining date will be: **September 23, 2025**

Your salary will be: **?20000**

Benefits include:

Health Insurance, Paid Leave, 13th Month Pay

We look forward to having you on our team.

Sincerely,

HR Department