

**[Your Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**  
September 5, 2004

**[Recipient Name]**  
**[Title]**  
**[Company Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

We are pleased to offer you employment at Adventure Works. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is contracts administrator in our legal department. Your immediate supervisor will be Linda Moschell, department manager. Your starting date will be Monday, October 13. The starting salary is \$38,000 per year and is paid on a bi-weekly basis. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at Adventure Works.

Sincerely,

**[Your Name]**  
**[Title]**

Enclosure