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August 1, 1995

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Dear [recipient's name],

Application for [job title]

Subsequent to your application and interview for this position it gives me pleasure to inform you that

we are offering you the position of [title of position].

Salary for this position is \$[salary] per annum. Other conditions of employment are as defined during the interview.

Would you please confirm your acceptance of this position by [date]. Starting date for this position will be [date].

For further information call me on the above number. I look forward to working with you in this company.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]