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August 1, 1995

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Dear [recipient's name],

Application for [job title]

Your application for the position of [position title] has been successful. Congratulations and welcome

as a fellow worker in [name of company].

Your starting salary will be \$[figure] per year with other conditions as discussed with you earlier.

You will be able to start on [date], if there are problems with this please let me know as soon as possible.

We look forward to working with you - if you have any questions call me anytime.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]