

Appointment Letter:

Ms. Jessie S.

1012 East Simpson Street, Mechanicsburg, Pennsylvania, USA

1-717-6958470

email@example.com

Dated: 06-06-2009

Dear Ms. Jessie

After reviewing your resume and interviewing you on June 01 2009, I am impressed with your personality confidence, passion to work, energetic attitude and uptrend for progression in organization.

I found you capable of handling complicated forms of business and corresponding on display of a company. In accordance with your past experience and skills, I see you a person appropriate as our Receptionist. I offer you to join ABC Company Ltd for receptionist job. You are welcome to discuss with me any question.

Your earlier response will be highly appreciated

Regards

Wilson Sang

41 West Street 30, New York, USA

1-212-2233446

email@example.com