

Stephen Brown
1414 Street Drive
Any Town, State 55555
(555) 123-4567
stephenbrown@email.com

March 30, 2013

Mr. Jones, Human Resources Manager
Clear Horizons Communications
1234 Main Street
Denver, Colorado 80201

Dear Mr. Jones,

Thank you for the offer of employment to work as a full-time IT support specialist at your company. I am excited about this opportunity and grateful for the vote of confidence.

As I understand it, you will forward an employment contract to me reflecting the major terms we agreed upon over the telephone:

- Annual salary of \$45,682
- Accrued time off for annual, sick, and holiday leave
- Health, dental, and vision benefits
- 401(k) plan participation with matching company copays
- Education reimbursement benefits
- Starting date: April 15, 2013

Thank you again for the offer. I look forward to joining the team.

Sincerely,

Stephen Brown