

May 13, 2002

Mr. Xxx Xxxxx
xxxxxxxxxxxxxx
xxxxxx, CA 9xxxx

RE: EMPLOYMENT OFFER

Dear Xxxx,

XXX Company is pleased to offer you the position of **Receptionist**. I think you would be an asset to our firm. Robbins Jorgensen Christopher pays on a bi-weekly basis. We are offering you a salary of **\$10.00 per hour** (approximately **\$20,800** annually).

Our current employee benefits include:

- ◆ Health insurance (100% employer paid)
- ◆ Dental insurance (100% employer paid)
- ◆ Life insurance (100% employer paid)
- ◆ LTD insurance (100% employer paid)
- ◆ 401(k)-retirement plan (50% match)
- ◆ Profit Sharing Plan
- ◆ Section 125 Cafeteria Plan
- ◆ Ten days vacation pay per year
- ◆ Five days personal time per year
- ◆ Paid Holidays

Please refer to employee handbook for a detailed description of our current benefits. **XXX Company** is an at-will employer. This offer letter is only intended to clarify the employment offer and does not change the at-will status of employment.

Your start date will be **XXXX XX, 2002**. Please arrive at **8:30 a.m.** for new employee orientation and bring the following documentation with you:

- ◆ Either a US Passport, Certificate of US Citizenship, Certificate of Naturalization, or Alien Registration Card.
- ◆ If you do not have one of those documents, you may bring a Drivers License and a Social Security Card.

If you do not have the appropriate documentation for Employment Eligibility Verification, please call me at **619-555-1212**. We look forward to seeing you soon.

Very Truly Yours,
XXX Company

Ms. Jane Smith, SDA
Business Manager