Richard Robinson,

Head, Human Resource Dept,

Red and Blue Hospital,

Alabama-35010,

USA,

June 05, 2011

Mark Nelson,

563, Alexander City,

Alabama-35010,

Dear Mr. Nelson,

Sub- Appointment as an assistant Surgeon in medical team

Ref- Your Application Dated May 25, 2011

As you know that we have been looking for an assistant surgeon for the medical team of our hospital. When we come across your application for this post we have found you could be the right person who can best serve this post in our hospital.

Your qualification for this post is best suited and experience of one year would enough to perform the job of this post. So, we have decided to appoint you as assistant surgeon of medical team of our hospital.

You can take your charge from this June 10, 2011 by collecting your appointment letter from hospital recruitment department.

We hope that you will be able to become a responsible and honest member of our medical team.

Thank You,

Sincerely,

Richard Robinson