Daniel Harris,

Head, HRD,

Red and Blue Inc,

Florida-32224,

USA

June 05, 2011,

James Lewis,

45, Atlantic Beach,

Florida- 32224,

Dear Mr. James,

Sub- Appointment as a clerk

Ref- Application No. 0002/ Dated May 10, 2011

With reference to the interview that we had on May 25, 2011 and your application as mentioned above we have found that you are an eligible person to be appointed for the post of clerk in our company. We are satisfied with the qualification that you have as well as with the experience from previous job.

The appoint as a clerk will subject to the following emoluments;

Basic Salary $2000

Other Allowances $1000

You can collect your appointment letter from the office of our company and join the post from this June 10, 2011.

We hope that you will discharge your duties to the best possible for you on your job and will be able to establish a cordial relations other colleagues in the company.

Thank you,

Sincerely

HRD Head