From,

Mrs Carmen,

Human Resource Officer,

KBL Communications Ltd,

Durban

To,

Mr Smith,

C -3, Black Brick Drive,

Durban

Dear Mr Smith,

I, Mrs Carmen, the human resource officer of KBL Communications Ltd, am writing this letter to make you aware of the fact that your application for the job of junior sales manager has been accepted. After going through your resume, we were satiated by your performances in the academic exams and we feel that you will be able to deliver the performance which we have been in search for. We expect that the zeal which you portrayed in your job application would reflect in your performance and result in the prosperity of the firm.

Putting into effect all the academic excellence along with the work ethics shall help you deliver the expected performance. I would like to elucidate the fact that the working ambience in KBL Communications Ltd is a benchmark for all the existing firms in the communiqué industry and it shall help you to deliver, what is expected.

Yours sincerely,

Mrs Carmen