Dear Mr. Auburn

I have perused the curriculum vitae that you have submitted to us a few days ago. It was a very impressive resume and I admire it. However, the job that you are seeking has been filled up already.

Since your qualifications have been found to be extraordinary by the company, we are offering you another job in the company. It does not differ much from your previous employment preference and the pay is just as good. Should you find this employment offer amenable for you, we will conduct an interview two weeks from the receipt on this letter. Please call my secretary for your confirmation.

We are looking forward to having you with the company. Should you accept, you are assured of the full benefits given out by the company to its employees including a substantial retirement plan.

I look forward to your interview. god bless.

Sincerely yours,

Naomi Frunze