From,

Mrs. Mellinda,

Human resource officer,

DRF companies ltd.

To,

James Lewis,

House no 8,

Bakers’ corner,

New Jersey.

Hello Mr. James Lewis,

This letter is to congratulate you that you have been appointed for the post of sales manager. The confrontation which occurred on 7 March between the human resource board and you, for the purpose of interviewing you, has resulted in this decision. Hoping that you are glad with the decision and looking forward to the job of sales manager in our organization.

The details of the job shall be explained to you on the first day of you job. The organization has shown faith in you and expects you to deliver which seem to promise in your interview. It would be a proud moment when you would join the organization and the entire organization congratulates you on your appointment. As you have already told us that it would be going to be your first job, we realise the overwhelming excitement which you would be experiencing now. Enjoy the moment that you are in.

Hearty congratulations,

Mrs. Mellinda.