

**1665 DOORWAY DRIVE, LOS ANGELES, CA 90000 | 555-655-5555 | WWW.ABCDOORS.COM**

January 1, 2020

Joe Eagle
15 Winter Wood St.
Los Angeles, CA 90010

Dear Mr. Eagle,

This is to confirm that ABC Doors, Inc. is offering you an employment opportunity as an Assistant Manager which will begin on January 10, 2019. Your duties will include managing sales staff, checking inventory, and marketing, creating campaigns for new products, and improving customer care.

This offer letter corresponds with the Cooperative Educational Internship Agreement executed on January 10, 2019. A new Cooperative Educational Internship Agreement will be executed with each extension of the employment offer.

Your supervisor will be Mr. Tim Sung, Vice President for ABC Doors.

The letter must have the following details & requirements:

* Must be on company letterhead and must have the company address on the letterhead.
* Must be addressed to the student.
* Must list your Job Title.
* Must list your job duties as well as a detailed job description.
* Must list the start and end date of employment/training.
* Must list your Supervisor’s name.
* Must be signed by a supervisor/hiring manager/staff member.
* Must be sent from supervisor or employer.

We welcome you to ABC Doors!

Sincerely,

**Mark Blanch**

Mark Blanch

Hiring Manager