**JOB OFFER LETTER**

Amy Green

GMCD Solutions

123 Business Rd.

Business City, NY 54321

555-555-5555

amy.green@gmcdsolutions.com

May 20, 20XX

Magnolia Applicant

123 Main Street

Anytown, CA 12345

Dear Magnolia,

It is with great pleasure that I am writing to you to offer you the position of Senior Software Engineer with GMCD Solutions. Your experience and enthusiasm will be an asset to our company.

Please review the attached document outlining your salary and benefits, and sign where indicated. Return in the enclosed envelope within five business days. We will contact you once we have received the paperwork as to your start date.

We look forward to welcoming you as part of the GMCD Team!

Regards,

Amy Green

Human Resources Director

GMC Solutions