

Month DD, YYYY

Dear Joseph Stenson,

Thank you for selecting me as your new sous chef. I feel honored to have you as my supervisor and mentor so early in my culinary career. I'm so excited to be part of the team that will take La Scorola's to its new location. I know my new position presents a fabulous opportunity to demonstrate my skills and support your challenge of expansion. I'll see you in two weeks, ready to dig into my new responsibilities.

Sincerely,

Charlie Randall