

# Awesome IT

August 26, 2023

Jane Doe  
345 8th Ave SW  
Washington, D.C. 20003

Dear Jane Doe,

Thank you for exploring career opportunities with Awesome IT. We are pleased to offer you the position of Technical Support Specialist at our Bethesda location. You will be scheduled 20 hours per week. Your base hourly pay will be \$27 per hour. You will report to John Smith, the Director of IT. This offer is contingent upon the results of a background check.

In this position, you will be responsible for troubleshooting and resolving system software, handling day-to-day IT support ticket management, conducting fault analysis and trend reviews, and performing the installation, creation, configuration, management, and maintenance of databases.

Your projected start date is October 2, 2023. Kindly confirm your acceptance of this offer within 5 business days.

Sincerely,



John Smith  
Director of IT  
john.smith@awesomeit.com  
000-000-0000

1234 T Street #890  
Bethesda, MD 20800