



JA BizTown® Jobs Sample Employment Letter

(Date)

Dear _____,
(citizen name)

Thank you for applying for a job at *JA BizTown*. After reviewing your application that describes your strengths and skills, we are happy to offer you a position in _____
as the _____.
(position) (business)

We hope that you accept this position and will do your personal best when you visit *JA BizTown*. Please report to your business on _____. Your salary will be \$_____ each pay period.
(visit date)

Also, we would like for you to continue learning about check writing, business costs, and operations, and the many other economic concepts that your teacher is introducing. Be sure to prepare all necessary business paperwork. This will help you to continue to be a productive employee in our community.

Again, we appreciate your interest in *JA BizTown* and look forward to seeing you shortly.

Sincerely yours,

JA BizTown
Human Resources Department