



December 15, 2023

John Doe
101 King St #19
Alexandria, VA 22301

Dear John Doe,

We are pleased to offer you the full-time position of Junior Project Manager at ABCD LLC with a start date of January 8, 2024. Your direct supervisor will be Hope Washington, Senior Project Manager.

In this role, you will plan, organize, and execute workshops, training, and other outreach programs. Draft and coordinate agendas and meeting materials. Organize and plan logistics, security, transportation, and billeting. Facilitate the forecasting and purchase of software, hardware, and services for the program. Maintain and regularly update the in-house procurement online platform and develop and present purchasing metrics, as required by management. Conduct quarterly and annual inventory to maintain audit compliance with customer and corporate requirements.

You will provide vital daily support to multi-agency customers through project engagements. Assist with developing, coordinating, and implementing customer and stakeholder meetings. Facilitate project support through multi-role collaboration with technical, security, and management personnel.

The starting annual salary for this position will be \$70,000 to be paid on a bi-weekly basis. As an employee of ABCD LLC, you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to three weeks vacation time. Benefits will be described in more detail in the employee handbook. We look forward to having you on our team!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Hope Washington', written over a light blue horizontal line.

Hope Washington
Senior Project Manager
h.washington@abcd.com

1234 Highway Rd #621
Rosslyn, VA 22209