



Koa
& Sons

Job Offer Letter

Address: 123 Anywhere St., Any City, ST 12345

Phone Number: 123-456-7890

Email Address: hello@reallygreatsite.com

Dear Kiara Austen,

Congratulations on passing the assessment! You made quite an impression, and we believe you are the perfect fit for our team. We are delighted to offer you the position of full-time Senior Copywriter at Koa & Sons. We are confident that your expertise will be instrumental in keeping us on the path of excellence as we pursue our goals.

Some of the key responsibilities of your role include overseeing the development and execution of creative messaging for our marketing campaigns, collaborating with other teams to ensure alignment and consistency of brand messaging across all our platforms, and managing and mentoring a team of junior copywriters.

We are excited to offer you the starting compensation package:

Salary

\$70,000

Leaves

- Vacation Leave: 20
- Sick Leave: 15

Health Insurance

- Employee
- Two dependents

Your start date will be on June 30, 2030, and you will be reporting directly to Ellen Downing, the Marketing Manager. We are looking forward to talking more about this and answering any questions you may have about your role and compensation package.

We cannot wait to have you on board!

Sincerely,

Hailey Copeland

Human Resource Manager

hello@reallygreatsite.com

