

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

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Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Employment Contract

Dear Name:

Enclosed herewith please find a draft of a Contract of Employment with Name which I have prepared at the request of Name. Please review the contract and contact Name at your convenience with your comments.

Sincerely,

Name

By:

Name

/
Enclosure
pc: