

Abbie Software

x-x-x Yoyogi, Shibuya-ku

Tokyo, Japan 123-5500

Phone: (81)3-xxxx-xxxx / Fax: (81)3-xxxx-xxxx

February 14, 2014

Patricia Winston
305 Komaba Residence
5-1-2 Komaba, Meguro-ku
Tokyo 153-0041

To: Patricia Winston

We are pleased to offer you the position of market analyst. We trust that your knowledge and experience will be great assets to us.

We understand that you may have been offered a position at another software company that you had an interview with before your most recent interview with us. You may be faced with a difficult decision, but we hope you choose to come and work for us.

Should you accept our offer, please sign and date the three enclosed documents. Kindly mail all the documents back to us in the enclosed return envelope to arrive here by Friday, February 28. On your start date, you will be attending an orientation for new hires starting from 9:00 a.m. In case you decide to decline our offer, please contact me by phone as soon as possible.

You may contact Human Resources if you have any questions or concerns. We at Abbie Software sincerely hope that you accept this job offer and look forward to welcoming you aboard.

Sincerely,

Naoto Takahashi

Naoto Takahashi
Human Resources
Abbie Software
Enclosures: 3