

## JA BizTown Jobs 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  
(Business)  
\_\_\_\_\_.  
(Position)

Your account number is \_\_\_\_\_ and your salary will be \$\_\_\_\_\_ each pay period.  
(Found on Job Assignment Sheet) (Found on Job Assignment Sheet)

We hope that you accept this position and will do your personal best when you visit *JA BizTown*. Please report to your business on \_\_\_\_\_.  
(Simulation Date)

We would like for you to continue learning about check writing, business costs, and operations, and the many other economic concepts that will be introduced. 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 soon.

Sincerely yours,

\_\_\_\_\_  
(Signature)