

FORMAL LETTER TO EMPLOYER

John Smith

Project Manager
John Company
New Jersey
28th March, 2015.

To,

Danielle White

General Manager
John Company
New Jersey

Dear Ms. White,

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

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With Best Wishes,

Jane Martin