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Department From: James Harry, Vice President,

Administration Subject: A New Appointment Date: February 8,

20--This memo is to confirm your post as head of our marketing training section as from April 1, 20--Your duties are clearly described in the brochure that I gave you a month ago, but more particularly you will work under the direction of the Manager of Marketing Department, with special responsibility for training recruits and running marketing courses. This appointment carries a starting monthly salary of US\$\*\*, rising to US\$\*\* after one years service, and thereafter by annual review. The appointment may be terminated at any time by either side giving two months notice in writing. Please confirm that you will accept the appointment on the terms stated and that you will be able to start your duties in April 1. Please contact me(ext. 2381) if you have any questions. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)