

Confirmation of Employment Offer

January 1, 1998

*Mr. Jack Hayano
1234 Yellowstone Blvd.
Astoria, NY 12345*

Dear Mr. Hayano,

This will confirm our recent conversation regarding an offer of employment. We are pleased that you have agreed to join *MAX Communications, Inc.* as a *Sales Manager* at a starting salary of *\$54,000.00* per year (*\$4,500.00* per month). Your starting date will be *Monday, January 8, 1998*.

You will be reporting to *Kim Tanaka, Human Resources Manager*. Please report to *her* at 9:00 a.m. on your first day of work to complete the necessary payroll and personnel forms. This offer is contingent upon being provided documentation verifying your right to work in the United States.

It is further understood that the employment relationship is at will and is based on the mutual consent of each employee and *MAX Communications, Inc.*

We look forward to your arrival, and hope that your tenure here is mutually rewarding.

Sincerely,

*Steve Ito
General Manager*

If you agree to the above terms and would like to accept this offer, please sign in the space below. Please return the original signed copy of this letter and retain a copy for your records.

Acknowledged & Accepted by _____ Date _____