

July 5, 2004

110 So. Catherine St.  
Lucky Hills, NC 27401

Mr. Joseph Smith  
Tarbox Roofing Inc.  
11001 West Lane Avenue  
Ridge, NC 25618

Dear Mr. Smith:

I am writing to confirm my acceptance of your employment offer of June 26 and to express how delighted I am to be joining the Tarbox Roofing Company team. I am extremely excited about the position of Assistant Director of Marketing and feel confident that I can make a significant contribution to the marketing department. Thank you for providing this opportunity to me.

As we agreed, my starting date will be August 2 with an annual salary of \$35,000. Additionally, I will receive the standard benefits package along with 14 days of annual vacation as well as holidays observed by Tarbox Roofing.

I plan to arrive in Ridge on July 19. The best way to contact me, in the interim, will be via my e-mail address at [jjones@ruf.com](mailto:jjones@ruf.com). I appreciate your confidence in me and I am looking forward to working with the creative members of the marketing staff.

Sincerely,

*John P. Jones*

John P. Jones