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To: Barbara Szarmach

Subject Appointment, Sales manager, Central and Eastern Europe

Dear Barbara,

We recently interviewed three candidates for this position.

We have decided to appoint you our sales manager. You are just perfectly fit us.

I will briefly describe the candidate's strengths and the reasons for our decision.

We are looking for young and promising.

Firstly, you have a good characterization in your last job, becoming a better manager. You are energetic and confident. It is very important for team work.

You suit us because we need people with strong character. Our company welcomes knowledge of the Russian language because our main market is in Russia.

Also our sales manager should be able to work with computers, since most of our sales and service are online.

Summing up, you are ideally suited to the position of sales manager in our company.

Best regards, Chief Executive Officer.