Cedar Bend Timberworks

Fictional example
54701 Eau Claire, WI
office@cedarbend.example

Cedar Bend Timberworks, Fictional example, 54701 Eau Claire, WI

Eli Parker
Demonstration address
54701 Eau Claire, WI
US

Our ref
CBT-2026-017

Date
18 September 2026

Subject: Welcome to Cedar Bend Timberworks

Dear Eli,

We are delighted to welcome you as a junior sawmill operator from October 1. Your care and curiosity impressed us when you visited, and we look forward to helping you build on your woodworking course.

Please come to the main office at 8:00 a.m. Daniel Brooks, your supervisor, will meet you. Nora will help with payroll details before your guided site tour. Your starting rate is USD 24 per hour for a normal 37.5-hour week.

Your induction programme covers October 1, 2 and 5, with introductions, equipment instruction and supervised practice. Independent operation follows training, evaluation and authorization; questions are welcome throughout.

You are also invited to our September 26 open-yard day as a guest. Attendance is optional, with no work expected before your start date. Please tell us if you need anything to make your first day easier. We are pleased to have you joining us.

Warm regards,

Elise Bennett
Owner and general manager