

Dear Ms. Alcott:

I hope this email finds you well. As you may recall, I was hired by Smith Engineering for the Process Engineer I position at your Kansas City, MO plant location and am very excited about this opportunity. I know that companies are facing many challenges during these unprecedented times, so I am touching base to re-confirm that my start date is still set for June 15, 2020.

If you do anticipate a delay in the start date or if the position would begin on a virtual level initially, please let me know. In the meantime, if there is any assistance or information I can provide, I can be reached at 785-864-1234 or jayhawk@ku.edu.

Thank you for your time and I look forward to joining the organization this summer.

Sincerely,
Abby McChem