



International Business Machines Corporation

475 Fourteenth Street
Oakland, CA 94612

September 13, 1983

Ms. Rosa M. Ayala
1341 Santa Fe Avenue
Berkeley, CA 94702

Dear Rosy:

On behalf of IBM, I am pleased to confirm the recent offer of employment to you as a Secretary at the 475 Fourteenth Street, Oakland office of the National Marketing Division.

In this position your starting salary will be \$1350 per month. Your scheduled working hours will be from 8:15 a.m. to 5:00 p.m. with 45 minutes for lunch, Monday through Friday.

I will be happy to assist you if you have any questions regarding your employment. I look forward to your joining IBM.

Sincerely,

Suzanne Keane
Administration Operations Manager