

1 July, 2014

Dear Katie,

I hope you are settled in comfortably in Manchester. I miss you already! But I know your new position will open up a lot of career opportunities for you. It's also great that you'll be closer to your family. And, at least for now, it's still warm!

I too have some good job news. My former boss just told me about a great position at her new company. I would still be doing administrative duties but would be managing the whole office, and it'd include a nice pay rise too. She says she's already spoken highly of me to the person I'd be working for, so I think there's a good chance it will come through.

Besides that, everything else is going pretty well..

I'm already looking forward to seeing you in December. As soon as the tickets for the winter extravaganza go on sale, I'll book us a couple of tickets. Let me know if Rob decides to come, too—if so, I'll make it three. Let's talk soon!

Until next time,
Jane