

YOUR NAME

Sample
Acceptance Letter

512 Student Lane
New Albany, IN
812-944-1234
gus@ius.edu

April 15, 20XX

Mr. Bruce G. Merten, Manager
Manpower Planning
Allis-Chalmers Corporation
Milwaukee, WI 53201

Dear Mr. Merten:

It gives me great pleasure to accept the field industrial engineer position with Allis-Chalmers Corporation. I explored numerous companies and employment opportunities and can truly say that this position promises to be the most interesting and rewarding.

During my many contacts with you and members of the industrial engineering staff, I was impressed with the professionalism displayed. It will be an honor to be a member of the team.

To be certain that there is no confusion, I would like to restate the terms of the agreement. I will begin my employment as a field industrial engineer and will be responsible for five (5) plant locations in and around the Milwaukee area. Plant number 3, located in the industrial park, will be considered my home location. Because of the travel, approximately 40%, I will be given a company car for both my business and personal use. The starting salary will be \$39,750 per year with cost of living adjustments and performance reviews every six months during the first two years. I will report to work on Wednesday, January 2, 20xx.

Thanks again for what I am certain will be an outstanding opportunity. I look forward to joining Allis-Chalmers!

Sincerely,

John W. Bradley