**SAMPLE ACCEPTANCE LETTER**

4845 Happy Trails Lane Baytown, TX 00000

October 20, 20xx

Mr. John Richards Senior Vice President Technical Industries, Ltd.

P.O. Box 333 Baytown, TX 00000

Dear Mr. Richards:

I am writing to confirm my acceptance of your job offer on October 19th and to tell you how excited I am to be joining Technical Industries, Ltd. I feel confident that I can make a significant contribution to the company, and I am very grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00am on Monday, November 1, 2006 as an Administrative Assistant with the starting salary of $35,000.

Thank you for the confidence that you have expressed in me. I look forward to a long and productive career Technical Industries, Ltd.

Cordially,

*Mary K. James*

Mary K. James

**Student Career & Employment Office**

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