**JOB OFFER – LETTER OF ACCEPTANCE**

Your Name

Your Street Address Golden, CO 80401 Your Phone Number Your Email Address (blank space)

Today’s Date (blank space) Ms. Alice Jones

Personnel Manager ABC Corporation 3 Wallaby Place

San Francisco, 10010

(2 blank spaces) Dear Ms. Jones:

It is a pleasure to acknowledge your letter of March 15, 20xx offering me a position with the Quality

Design Department at a monthly salary of $XXXX. I am pleased to accept that offer, and want to thank you for the confidence in me which it reflects.

I wish to particularly thank you for your personal interest in me, and for the time you spent patiently answering all my questions. My visit in January was very enlightening, and has made me eager to join the outstanding engineers I met in designing new products for ABC. I look forward to a challenging career.

As you have suggested, June 15, 20xx will be a convenient starting date. I plan to arrive in San Francisco by June 1 and will be happy to accept your offer of assistance in finding housing.

Please let me know if there is any other information you need, or if any other details are still to be worked out. You may call me any day after 4 p.m. I am eagerly preparing for my new assignment, and look forward to meeting with you soon.

Sincerely,

(Handwritten Signature) Typed Name