

## SAMPLE ACCEPTANCE LETTER

1909 N 8<sup>th</sup> Street  
Rockville, IN 47872  
(765) 555-9999

January 25, 2009

Mr. Mike Williams  
Vice President  
ABC Inc., Batavia Division  
1234 Elm Street  
Winston, VA 41803

Dear Mr. Williams:

It is with great pleasure that I accept the position of Public Relations Trainee at a starting salary of \$32,500. I am confident that I will make a valuable contribution to ABC Inc. and am grateful for this exciting opportunity.

As we discussed, I will report to the Batavia Division office on Monday, February 18. However, I plan on arriving in Winston near the end of January in order to secure an apartment. As you recommended, I will contact Ana Wright to seek guidance on housing options.

I enjoyed meeting with your staff and look forward to joining the team. I appreciate all of your efforts and assistance.

Sincerely,

John R. Smith