

# 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 19<sup>th</sup> 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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