

Acceptance letters.
Пример

Mr. Butch Racool
Human Resources Manager

Dear Mr. Racool,

I am writing to confirm the receipt of your letter offering me the position as a System Analyst at an annual salary of \$42,000. I am very pleased to accept this offer and am proud to have been selected.

As we discussed on the phone, I will report to work at 8:30 am on June 6 and will have completed the medical examination and drug testing by that date. I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your technical staff.

Sincerely, Beth Debrial