

**SAMPLE CORRESPONDENCE**  
**(LETTER OF ACCEPTANCE AFTER A JOB OFFER)**

**IM A. SAMPLE III**  
3456 Westview Road  
Bellevue, Nebraska 68005  
(402) 291-5678  
Imasample3@xxx.com

(Current Date)

Ms. Joan Smith, Manager  
Human Resources Department  
Telemarketing Corporation  
12123 West Center Road  
Omaha, Nebraska 68134

Dear Joan:

As we discussed in our phone conversation yesterday, I am pleased to accept your employment offer for the Customer Service Manager position. The position is an excellent match with my skills and experience, and I am confident that I can make a significant contribution to your organization.

As we agreed, I will plan on starting work on July 1, at which time I will complete the necessary paperwork and attend your new employee orientation. I understand that the starting salary will be \$2100 per month.

I look forward to joining your organization and your fine customer service team. Thank you again for your time and assistance through the selection process.

Sincerely,

*Im A. Sample III*

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