

**Sample 7: Acceptance Letter
(Full Block Format)**

89 Midland Avenue
Dobbs Ferry, NY 10522
April 20, 2003

Mr. Jack Krebs, Division Manager
Data International Corporation
1212 Corporation Lane
White Plains, NY 10566

Dear Mr. Krebs:

I am writing to confirm my acceptance of your employment offer of April 16 and to tell you how very pleased I am to be joining Data International. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 a.m. on May 21 and will have completed the medical examination and drug testing by the start date. Additionally, I will complete all employment and insurance forms for the new employee orientation on May 22.

I look forward to working with you and your fine team. I appreciate your confidence in me and I am happy to be joining your staff.

Sincerely,

(Written Signature)

Pamela Jones