

## Position Acceptance Letter

James Sharpe  
18 Central Park Street  
Anytown, New York 14788  
(516) 555-1212

January 10, 20XX

Phillip Jones  
President  
ABC Corporation  
1 Industry Plaza  
Anytown, New York 12096

Dear Mr. Jones:

I would like to express my appreciation for your letter offering me the position of \_\_\_\_\_ in your \_\_\_\_\_ Department at a starting salary of \$4,695 per month.

I was very impressed with the personnel and facilities at your refinery in \_\_\_\_\_ and am writing to confirm my acceptance of the offer. If it is acceptable with you, I will report to work on January 15, 20XX.

Let me once again express my appreciation for your offer and my excitement about joining your engineering staff. I look forward to my association with ABC Corporation and feel my contributions will be in line with your goals of growth and continued success for the company.

Sincerely,

James Sharpe