

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