

Acceptance Letter

2021 West Greenview
Evanston, IL 60208

June 1, 200x
Ms. Kimm Gordon, Managing Editor
Ranaldo and Moore Printing
5033 Literary Lane
Chicago, IL 60622

Dear Ms. Gordon:

I am writing to confirm my acceptance of your employment offer of May 29 for the Assistant Copy Editor position and to tell you how excited I am to be joining Ranaldo and Moore Printing. The position is exactly what I hoped to do and have prepared for while a student. I feel confident that I can make a significant contribution to the company, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:30 a.m. on June 21 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation.

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

Sincerely,

Steven Shelly