

JANE SWIFT

18 Central Park Street • Anytown, NY 14788
(516) 555-1212

(Date)

Phillip White
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Mr. White:

I am delighted to accept ABC Corporation's generous offer to become your Systems Administrator. All of the terms in your letter of October 13th are amenable to me.

My resignation was submitted to the appropriate managers at XYZ Corp this morning, but we are still working out the terms of my departure. It should be possible to confirm a starting date late today or early tomorrow. In any event, I will take the pre-employment physical this Saturday morning, October __th.

I am eagerly anticipating starting my new position, particularly at a firm with ABC Corporation's reputation. During the interim, I will stay in direct contact with HR to assure a smooth initiation at ABC Corporation. Thank you again for this opportunity.

Sincerely,

Jane Swift

JS

JAMES SHARPE

18 Central Park Street, Anytown, NY 14788 • (516) 555-1212

Letters of Acceptance

(Date)

Emily Brown
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Ms. Brown:

I would like to thank you and Mr. Jones for the interview on June __th. I would also like to thank you for choosing me as your candidate for the position. I am confident that you made an excellent choice.

I feel that I can achieve excellent results for your firm and I am looking forward to working with you. I am also anxious to get to know you and your corporation better.

Sincerely,

James Sharpe

JS

Letters of Acceptance

JANE SWIFT

18 Central Park Street, Anytown, NY 14788, (516) 555-1212

(Date)

Phillip Moore
Personnel Director
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Mr. Moore:

This morning, I formally accepted ABC Corporation's employment offer in a fax to me at my home and submitted a resignation to my managers at XYZ Corp. We are still working out the terms of my departure from XYZ, but it is safe to say that I will report to ABC Corporation no later than November __, 2003. It should be possible to confirm a starting date early tomorrow morning. I will telephone you directly when my erstwhile managers and I have a departure schedule completed.

Ms. Smith has scheduled my pre-employment physical for November __th and I do not expect any problems to arise. I have found several possible housing alternatives that I will be investigating. And I do not expect any problems here, either.

I appreciate the confidence you demonstrated by selecting me to be ABC's Systems Administrator. I look forward to fulfilling your expectations in the coming years.

Sincerely,

Jane Swift

JS

R·I·T

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