

Sample letter accepting offer

Chris Planner

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Edward Jones, Director
Slayton Regional Development Center
2401 Broadway Avenue
Slayton, MN 34567

Dear Mr. Jones:

In your acceptance letter, confirm starting and ending dates, salary and other details of the position offer.

This letter is to confirm my acceptance of the summer internship with Slayton Regional Development Center and the details of the offer. As stated in our telephone conversation, I will begin work on May 15 and my last day of work will be August 4, 2005. I understand that I will work a minimum of 40 hours per week and my salary will be \$10.00 per hour.

Keep it brief!

The offer is exciting to me and I am looking forward to working with the Slayton Regional Development Center.

Sincerely,

Chris Planner

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