

LETTER OF ACCEPTANCE

238 Shield Court
Northridge, CA 91330

May 23, 20xx

Mr. Peter Smith
Director
Universal Company
4593 Stafford Lane
New Brunswick, NJ 08901

Dear Mr. Smith,

(Note offer and how you learned of it)

I am writing to confirm receipt of your letter offering me a position in Universal Company's technical training program at an annual salary of \$30,000. I am very pleased to accept this offer, and I am proud to have been selected for the program.

(Arrange next communication)

I will contact your office for more details, such as when the training sessions begin. Thank you for the offer and for your consideration throughout the past few weeks.

Sincerely,

(Sign Here)

Jennifer S. Lane