

Sample Acceptance Letter

703 Clark Avenue
Morgantown, WV 44411

May 28, 20--

Ms. Lori Miller
Vice President of Customer Service
Morgantown Mercantile Company
224 Market Street
Morgantown, WV 44411

Dear Ms. Miller,

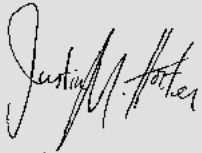
I am pleased to accept your offer for the position of Customer Service Manager with Morgantown Mercantile Company.

I understand that I will start work on June 1, 20--, at the yearly salary of \$33,000. My employment will be at-will, meaning that either Morgantown Mercantile Company or I may end my employment at any time.

Thank you for the opportunity to join the Morgantown Mercantile Company team. I look forward to the challenge ahead and am certain that I can be a valuable addition to your customer service team.

I look forward to seeing you on June 1st.

Sincerely,



Justin M. Horter