

# SAMPLE ACCEPTANCE LETTER

April 21, 2007

Bill Smith  
Recruiting Manager  
XYZ Corporation  
222 State Street  
South Bend, IN 46615

Dear Mr. Smith,

It gives me great pleasure to accept the Editorial Assistant position with NBC. I am particularly pleased that I will be able to work on the News floor to learn firsthand the operations of producing a news program.

Per my offer letter, I would like to restate the terms of my hiring agreement. I will begin my position as Editorial Assistant on July 1, 2007 at the downtown State Street location. I understand my starting salary will be \$40,000 with performance reviews every year and that NBC will pay for my relocation expenses up to \$1,500.

I received the employment forms sent in the mail and have completed and returned them. Thank you again for what I am certain will be an outstanding opportunity and will look forward to seeing you in July.

Sincerely,

Mary Jones