

## **Offer Acceptance Letter**

1111 N. Atherton St., Apt 4D  
State College, PA 16801

April 20, 2010

Melanie Smith  
XYZ Healthcare  
888 Medical St.  
Harrisburg, PA 17111

Dear Ms. Smith:

I am writing to enthusiastically accept your offer of employment as a Healthcare Recruiter with your Eastern Division. Thank you very much for selecting me for the position. It sounds like a challenging opportunity to further develop my communication and leadership skills.

As we discussed, my starting date is May 15, 2010 pending a successful background check and drug screening. I also understand that the salary offered is \$33,333, including the benefits package outlined by the HR Representative. I will be in contact with you next week to finalize my travel arrangements.

I am looking forward to working with you and am very appreciative of your offer of employment.

Sincerely,

Megan Myer