

## Sample letter accepting offer

**Chris Planner**

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December 1, 2005

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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