

678 Barefoot  
Meredith College  
Raleigh, NC 27607  
April 22, 20XX

Ms. Elizabeth Marshall  
Director of Corporate Communication  
The Beta Corporation  
Cherrywood Blvd.  
Washington, DC 17222

Dear Ms. Marshall:

Thank you for your offer of employment of April 20, 20XX. I am very pleased to accept the invitation to join The Beta Corporation as Information Specialist at an annual salary of \$30,000.

I will be able to report to work on June 1, 20XX and will have completed the employee orientation and medical examination by that time. Also, prior to that date, I will be in touch with your office regarding any additional pre-employment procedures.

I am looking forward to joining the company and working with your fine staff. Thank you for your confidence in me and for the opportunity this represents.

Sincerely,

Harriet Vane