

Acceptance Letter (Full Block Format)

1507 North Lake Shore Drive
Chicago, IL 60606
April 24, 2004

Mr. Jack Wisniewski, Division Director
Data International Corporation
1212 Corporation Lane
Northbrook, IL 60022

Dear Mr. Wisniewski:

I am writing to confirm my acceptance of your employment offer of April 20 and to tell you how delighted I am to be joining Data International in Northbrook. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 a.m. on July 1 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation. I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Audra Nappi

Cited from: Job Choices for Business and Liberal Art Students, 47th edition, 2004