

Acceptance of Position - *The candidate accepts the position and reiterates the job title and salary she has been offered. This is particularly helpful if the employer has not confirmed the job offer in writing. It also indicates that the candidate is thorough. This letter is in full-block format.*

89 Arthur's Blvd.
Poughkeepsie, NY 12602
March 22, 2018

Edward Anderson
Director of Human Resources
Extron Corporation
118 Courtyard Plaza
Arlington, VA 08954

Dear Mr. Anderson:

Thank you for offering me the position of Sales Representative at Extron Corporation at a salary of \$30,000 per year plus commission. I am delighted to accept the offer and excited at the prospect of joining such a fine firm.

This letter is to confirm the starting date we discussed as March 1, 2018