

Accepting Job Offer

2589 Jason Drive
Ithaca, NY 14850
August 19, 2003

Sharon A. Waters
Personnel Director
New York State Police
Administrative Division
892 South Park
Albany, NY 11081

Dear Ms. Waters:

I want to thank you and Mr. Gordon for giving me the opportunity to work with the New York State Police. I am very pleased to accept the position as a research and data analyst with your planning unit. The position requires exactly the kind of work I want to do, and I know that I will do a good job for you.

As we discussed, I shall begin work on September 1, 2003. In the meantime, I shall complete all the necessary employment forms, obtain the requested physical examination, and locate housing. I plan to be in Albany within the next two weeks and would like to deliver the paperwork to you personally. At that time, we could handle any remaining items pertaining to my employment. I'll call next week to schedule an appointment with you.

I enjoyed my interviews with you and Mr. Gordon and look forward to beginning my job with the Planning Unit.

Sincerely yours,

Cheryl Ayers

cc: Mr. Edward Gordon, Administrator
Planning Unit

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