

1234 Main Street  
Harrisonburg, Virginia 22801  
Date (Month, Day, Year)

Ms. Jane Brown  
Human Resources Manager  
Open Door Company  
89 First Avenue  
Someplace, Maryland 12345

Dear Ms. Brown:

Thank you for offering me the position of Assistant Accountant with Open Door Company. I am pleased to accept this offer and look forward to starting employment with your company on August 3. As we discussed my starting salary will be \$\_\_\_\_\_ and health and life insurance benefits will be provided after 60 days of employment. Please let me know if there is other paperwork that needs to be completed.

Thank you again for giving me this wonderful opportunity. I am eager to join your team and make a positive contribution to the company.

Sincerely,

Jordan Gibson