

SAMPLE JOB OFFER ACCEPTANCE LETTER

2345 Walter Way
Green Bay, WI 54311

May 30, 20XX

Mr. Timothy Rades
Program Director
Boys and Girls Club of Green Bay
1451 University Avenue
Green Bay, WI 54302

Dear Mr. Rades:

It is with great enthusiasm that I accept the Program Coordinator position with the Boys and Girls Club of Green Bay. I thoroughly reviewed the details of the position in the letter of employment I received. I look forward to beginning the position and the opportunity to work with young adults through the After-School Program.

As we discussed, my starting salary will be \$XX,000 with the full range of benefits granted to professionals. I understand that the training program begins on July XX. As requested, I will complete the advance employment and benefits forms as I receive them and promptly return them to you at the address listed above.

I will await further correspondence from your office and the employment contract. In the meantime, if you need any additional information, please contact me at (920) 465-XXXX. I look forward to beginning the program and meeting my fellow colleagues.

Sincerely,

Janet C. Smith

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