

18240 Magnolia Place
Baton Rouge, LA 70889

December 9, 2012

Mr. John Sampson
Vice President
ABC, Inc.
2345 Walnut Drive
Raleigh, NC 23476

Dear Mr. Sampson:

Note offer and how you learned of it.

I am writing to confirm receipt of your letter offering me a position in ABC's technical training program at an annual salary of \$50,000. I am very pleased to accept this offer, and I am proud to have been selected for the program.

Arrange next communication.

I will contact your office for more details, such as when the training sessions begin. Thank you for the offer and for your consideration throughout the past few weeks.

Sincerely,

Karen E. Jones
(386) 555-9876
e-mail: Jsampson@thanksforthejob.com