

From,

Mr Stevenson.

To,

Mr Jacobs,

Human Resource Officer,

PVZ Cinemas

Dear Mr Jacobs,

I, Mr Stevenson, am writing this letter being extremely overwhelmed. After reading your letter dated 16 May, 2010 I have realised that I have secured the job of marketing manager in PVZ Cinemas. I accept this job offer with open arms. Along with the acceptance for the job offer, I would like to exploit this opportunity to assure you that you shall be getting everything delivered which I have exhibited promisingly in my job application letter.

I would also like to express my gratitude to you for considering me capable for shouldering this big responsibility. I would make it sure that I do not fail you in any circumstances. I would like to join my job as early as possible and I am looking forward to the next intimation from your side about when to join.

Looking forward for a favourable working atmosphere and a healthy work relation with PVZ Cinemas,

Yours sincerely,

Mr Stevenson