

SAMPLE LETTER ACCEPTING OFFER #1

NAME
ADDRESS
TELEPHONE
EMAIL

October 10, 2015

Mr. Richard Cunningham
Recruiting Coordinator
United States Department of Justice
1234 J Street, N.W.
Washington, DC 20000

Dear Mr. Cunningham:

Thank you for your offer of summer employment with the Civil Rights Division of the United States Department of Justice. I am pleased to accept your offer at a salary of \$1,200.00 per week for ten weeks.

As we discussed last week, I am available as of May 15th to begin work. I will contact you next week to set a definitive starting date. Should you need to contact me, I can be reached at PHONE or EMAIL. I look forward to a challenging and busy summer with your agency.

Sincerely,

Mary Sue Smith