

Karen Peterson
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October 10, 2005

Jill Sherman
Human Resources Representative
XYZ Company
678 5th Avenue
Albany, NY 12205

Dear Ms. Sherman:

Thank you for your recent offer of employment as a management trainee with XYZ Company. I am very pleased to accept this offer. The position sounds quite challenging, particularly the 12 month rotation among your regional plants. I am looking forward to this challenge and believe I will be successful at meeting it.

I understand that your offer involves a start date of June 6, 2005. I also understand that the salary offered is \$40,000, plus benefits discussed at my most recent interview. I will contact you within the next several weeks to discuss travel and moving details as you requested.

Once again, thank you for your offer. I am excited about becoming part of the XYZ Company team.

Sincerely,

Bill Stevens