

Accepting the Offer Sample

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May 18, 2008

Jennifer Jacobs
Walker Art Museum
1750 Hennepin Ave.
Minneapolis, MN 55403

Ms. Jacobs:

I was thrilled to receive your offer of employment for the Art Director position and I am happy to accept the terms you outlined in your letter.

I will report to your main office for training at 8:00 a.m. on Monday, June 2 as we discussed. I look forward to being a part of the Walker Art Museum and am excited to begin my new position.

Thank you,

Sincerely,

Your signature
Jim Sherman