

THANK YOU LETTER—ACCEPTANCE

**JANE ANDREWS**  
12345 Brooksville Ave.  
(215) 555-3465  
Anytown, TX 78888  
jandrews@mail.utexas.edu

Date

Name

Address

Dear Mr. Jones :

I am writing to formally accept your job offer and to tell you once again how pleased I am to be joining the staff of Any Baby Can. After learning more about the organization and its mission and goals, I am excited about being able to contribute.

Per our conversation of June 13, I am accepting the Clinical Coordinator position you have offered me at Any Baby Can. I understand that my responsibilities will entail the supervision and direct oversight of a core services team of five case workers at an annual salary of \$35,000. As we have agreed, my LCSW supervision will be provided by Any Baby Can, and I will begin work on August 15. I look forward to receiving the contract and job description. The contract will be returned promptly.

During the week of August 1-8, I will be moving to Austin, Texas, but you may reach me at my cell phone number, (215) 456-4322. Again, thank you for this opportunity.

Sincerely,  
Jane Andrews