

## **Letter Accepting a Job Offer**

August 08, 2022  
9518 Fairview Ave,  
Manassas, VA 20110

**Mr. Andrew Gary**  
Director Human Resources

Fun Products, Inc.

Dear Mr. Gary:

I am delighted that you want me to join Fun Products as a Design Assistant in your creative department. Your phone call this morning really made my day!

To review our conversation, I would be starting at Fun Products on July 20, at an annual salary of \$32,500, with a review after six months. My primary duties will be in developing initial concept designs and finished prototypes for production review and working on various on-going products with your creative staff. I will bring the required documents verifying both my citizenship and graduation from Ringling during my personnel meeting and tax from completion.

I am excited about joining the Fun Products design team. I will, as agreed, call you in a week with my final decision. I will contact you before then if I have any questions about the position.

Sincerely yours,  
(Signature)

**Bonnie Smith**