1234 College Road

Blacksburg, VA 24060

(540) 555-0000

firslastname@vt.edu

March 1, 20xx

Mr. Johnathon P. Summers

Summers Fruit Company

1678 Plantation Road

Atlanta, GA 46201

Dear Mr. Summers:

Thank you for your offer of employment as a horticultural associate at your Fruitville, Florida, site. As we discussed on the phone this morning, I am delighted to accept your offer and look forward to beginning work with Summers Fruit Company.

You indicated that I will be receiving a salary of $\_\_\_\_\_\_ per year, and will have initial duties reporting to Andrea Caruso. As your offer stated, I will begin work on August 1st. In mid-July, after relocating to the area, I will call you to see what information or materials I may need before August 1st. In the meantime, please let me know if I can provide you with any information.

Again, thank you for offering me this exciting opportunity. I am very enthused about beginning my career with you after graduation.

Sincerely,

(your signature)

Jason Banyon