

JOB ACCEPTANCE LETTER-SAMPLE FORMAT

Susan B. Jones
6500 E. Beach Street
Rocky Mount, NC 27804

December 10, 2011

Mr. James Baker
Human Resources Director
Centura Bank
P.O. Box 7488
Rocky Mount, NC 27804

Dear Mr. Baker:

I am pleased to accept your offer for the position, Accounting Assistant I, at a starting salary of \$24,000 per year. I understand that I am entitled to full benefit coverage beginning the first day of employment

I am pleased to be associated with Centura Bank. I look forward to working with you and your staff. I will see you on January 5, 2000. During that time you may reach me at (252)442-6565 should the need arise.

Sincerely,

Susan B. Jones.