

FORMAL LETTER OF ACCEPTANCE

2021 Mulberry Street
Lincoln, Nebraska 685xx
May 12, 20xx

Mr. Charles Ling, Principal
Callahan Elementary School
4621 Maple Street
Coyote, Wyoming xxxxx

Dear Mr. Ling:

I am pleased to accept your offer of the position of fourth grade teacher at Callahan Elementary School beginning with the 20xx-20xx academic year. I wish to verify that my beginning salary will be \$xx,xxx, spread over twelve months. I am enclosing a copy of my final credentials for your file.

I will be in Coyote in early June to begin seeking housing. I will contact you prior to that trip so that I can be certain to have access to my classroom. I plan to be able to make the move to Coyote around the first of August. I will remain at my current address until then should you need to contact me.

Thank you for your e-mail regarding the housing situation. I look forward to being a member of such a positive school and community.

Sincerely,

Chad Pitt

Enclosure