

Tina Trever

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Date of Letter

Mr. Jack Krebs, Division Manager
Data International Corporation
1212 Corporation Lane
Richmond, VA 23266

Dear Mr. Krebs:

I write to confirm my acceptance of your employment offer of April 20. I am delighted to be joining Data International Corporation in Richmond. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the corporation, and am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 a.m. on May 22 and will have completed the medical examination and drug testing by the start date. I understand that my starting salary will be \$35,000 annually with health and dental coverage provided. Additionally, I shall complete all employment and insurance forms for the new employee orientation on May 23.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

(Handwritten signature in blue ink)

Tina Trever