

January 15, 20xx

900 First Avenue
Long Branch, New Jersey 07764

Mr. Jack Blackstone
Senior Recruiter
Short, McKenna and Longacre, CPAs
44 Barrow Street
Jersey City, New Jersey 07307

Dear Mr. Blackstone,

I am both grateful and flattered for your recent offer of employment with your firm as a staff accountant. During my interview process I was very impressed by your firm and by your attitude toward incorporating the newest technology into the marketing efforts of the practice.

I am happy to accept your generous offer to begin working at Short, McKenna and Longacre, CPAs as an staff accountant. As I understand from your letter, my start date will be February 20, 20xx and that my first year's annual salary will be \$50,000plus benefits.

Thank you for the time you afforded me and to your confidence in my abilities. If you need to contact me before my start date, feel free to call me at 732-555-2378 or via email at RobRoss22@email.com.

Thank you again for your kind offer.

Sincerely,

Robert Ross