

## John Q. Public

P.O. Box 324 • Any City • Any State • 00000  
Phone 555-555-0000 • Mobile 555-555-0001  
JohnnyQ@myemail.com

March 1, 200x

Acme Technical Enterprises  
P.O. Box 123  
Any City, 00000

Attention: John Smith, Hiring Coordinator, Human Resources

Dear Mr. Smith:

### JOB OFFER

Thank you for offering the job of Senior Engineer at Acme Technical Enterprises. I gratefully accept your job offer. I'm excited to work for such an outstanding organization and confident that my knowledge, skills, and experience are a good fit.

As I understand your job offer, per company policy I will be eligible to receive the following beginning on my hire date, March 21, 200x.

- **Salary:** Annual gross starting salary of \$63,500, paid biweekly
- **Performance Bonuses:** Up to three percent of my annual gross salary, paid quarterly
- **Stock Options:** 500 Acme stock options in my first year, fully vested in four years at the rate of 125 shares per year
- **Benefits:** All standard, Acme-provided benefits for salaried-exempt employees, as explained in the new-hire package that you sent

Please correct me if I am wrong or let me know if you have anything to add. The best way to reach me at any time is to call my mobile phone. The number is listed above.

I'm quite pleased with the salary and benefits that Acme is offering. As you requested, I have signed, dated and enclosed the [Non-Compete](#) and [Confidentiality](#) Agreements, and [At-Will Employment](#) Confirmation.

I look forward to attending new-hire orientation on March 21, 200x beginning at 8:00 AM. I hope to see you there, so that I may thank you in person.

Sincerely,

(Signature)

John Q. Public  
Senior Engineer

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