

Your Name
124 2nd Avenue
New York, NY 10010

April 30, 2005

Ms. Jane Lyons
Superintendent
Delaware City Schools
425 South Main Street
Delaware, OH 43015

Dear Ms. Lyons:

I am pleased to confirm my acceptance of your offer to join the Delaware City School District as an English Teacher. As we discussed in our telephone conversation yesterday, I will begin work on August 15 at an annual salary of \$42,500, and will complete a medical examination before the start date. I look forward to receiving a written confirmation regarding the offer and benefits package.

In the event that you need to contact me before August 15, please note that I will be leaving New York on May 26 and may be reached at (740) 123-4567 from May 27 through August 14.

Thank you again for your assistance and consideration during the interview process. Your informative and personal approach was greatly appreciated.

Sincerely yours,

[Signature here]

Your Name