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.

Jule interview pro 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