Elizabeth Watson

Dartmouth Park Road

London, NW5 1SU

August 25, 2010

Daniel Oxford  
New Heights Company  
London, SW2 1LS

Dear Sir,

Warm greetings!

I received formal communication from your office regarding the position you are offering me based on my application.  It gives me great pleasure to accept the job of Project Supervisor in the New Heights Company.

I anticipate a successful career in your company.  I have already reviewed the tasks that the job entails and I know that I am fully-equipped to handle the job.  I hope I will prove to be an excellent addition to your company.

I am available and willing to start working as Project Supervisor on September 1, as we have agreed in our talks beforehand.  I will be submitting the additional documents required by the Human Relations staff within the week.

Thank you for this good opportunity.  I look forward to working in one of the leading manufacturing companies in the country.

Sincerely,

Elizabeth Watson