

July 1, 2009

Mr. Henry Granholm  
Greene and Associates  
100 Main Street  
Raleigh, NC 27601

Dear Mr. Granholm:

I was very excited to get your call this afternoon and to hear your offer of employment as an assistant bookkeeper for Greene and Associates. Please consider this letter as my formal acceptance.

I gladly accept your offer at a salary of \$31,000 annually. As we agreed, my start date will be July 28, so that I am able to finish my QuickBooks Pro course at Wake Tech Community College, which will further enhance my skills for Greene and Associates.

I also understand that I will receive full company pay and benefits during the 90-day probationary period that is standard for Greene and Associates.

Thank you again for offering me this opportunity, and please let me know if I can do anything in advance of my start date to facilitate the new hire paperwork, or if there are anything else you require from me.

I am looking forward to being a part of the Greene and Associates team!

Sincerely,

*Thom Davidson*

Thom Davidson  
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(919) 555-8985