

ACS 191

Job Acceptance Letter Assignment

Point Value: 30

Acceptance Letter

Scenario:

You have been offered the position for which you wrote your application letter in the previous assignment. Write an acceptance letter to formally accept the position.

Notes:

If a salary is not stated in the job listing, assume an appropriate salary has **bee** offered.
Assume the position requires relocation to Boston, Mass.

Letter requirements:

Your acceptance letter must adhere to the points covered in the class lectures.

What to Turn In:

1. Your letter of acceptance – appropriately formatted as if you were ready to insert it into an envelope for mailing.

Proofread! Note the typo in this document. Spell check doesn't know it's the wrong word if it's spelled right.