

2345 Walter Way  
Green Bay, WI 54311

May 30, 20XX

Mr. Timothy Rades  
Program Director  
Boys and Girls Club of Green Bay  
1451 University Avenue  
Green Bay, WI 54302

Dear Mr. Rades:

I am happy to accept the position as computer programmer in your department. The ongoing training program outlined in your letter convinced me that your company offers excellent growth opportunities for its technical staff.

I understand that my salary will begin at \$30,000 per year and that my immediate supervisor will consider a salary increase when I demonstrate expertise in an advanced programming language.

The start date of June 1 is acceptable and I look forward to thanking you in person when we meet at 9:00 a.m. in your office on that date.

Sincerely,

Janet C. Smith

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