

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:

Thank you for faxing your job offer today. I accept with pleasure the position of Social Worker in the hospital's Department of Social Work at an annual salary of \$25,000.

As we discussed during our phone conversation today, I will arrive at the hospital on June 1, at 8 a.m. After completing the required medical examination, I will report to the personnel office for employee orientation.

I look forward to meeting you and other members of the department's staff. Be assured that I am grateful for this opportunity to contribute to the hospital's reputation for outstanding community service.

Sincerely,

Janet C. Smith

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