



SAMPLE ACCEPTANCE LETTER

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When you have received and accepted a training offer, we require you to write the host employer an acceptance letter to formally confirm the offer and training placement details. Additionally, send a copy of this letter to InterExchange. Please be sure that your letter includes:

- Thanks and appreciation for the opportunity
- Written acceptance of the job offer
- The terms and conditions of employment (salary, benefits)
- Starting and ending date of training or internship
- Address the letter to the person who offered you the position. Include all of your contact information (email address, phone number, and permanent mailing address)
- Make sure that your letter is well written and does not contain typos or grammatical errors

Even though you have been offered the training or internship position, you want to make sure all your correspondence is professional.

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Mariana Gómez

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Email: mgomez@plaza589or.email
Phone: 0034 55-555-55-55

December 14, 2005

Mr. Sam Sunshine
Director of Marketing and Sales
Red Brick Wall
78 Red Brick Road
Red Brick, CO 00000

Dear Mr. Sunshine:

I am pleased to accept the position of Marketing and Sales Trainee in your Marketing Department. Thank you for the wonderful opportunity to gain this valuable experience.

As we have discussed, my salary will be \$1,000 per month and I will begin a 12-month training program for 40 hours a week on April 1st, 2006 and ending March 31, 2007.

I look forward to beginning my training program and becoming a part of the Red Brick Wall team. If there is any additional information required before my arrival at your company, please let me know.

Kind Regards,

Mariana Gómez