

Confirming an Offer

Dear _____:

I was pleased to receive your letter of *(date of correspondence)* in which you offered me a position as a Junior Systems Analyst in your Customer Services Division at a salary of \$ XXXX per month.

In your letter you stated that this offer will remain open for my consideration until April 1. I am confident that I will be able to give you my decision regarding this offer on or before that date.

It was thoughtful of you to arrange for a month long subscription to your online newspaper for me. That and other publications about *(name of employer)* and the surrounding community will be very helpful to me as I consider your offer.

Sincerely,

Your name