

THANK YOU LETTER

Job Offer Acceptance

7694 James Court
San Francisco, CA 94826'
June 7, 20____

Ms. Judith Greene
Vice President
Southwest Airlines
2400 Van Ness
Dallas, TX 94829

Dear Ms. Greene:

I am pleased to accept your offer, and I am looking forward to joining you and your staff next month.

The customer relations position is ideally suited to my background and interests. I assure you I will give you my best effort in making this an effective position within your company.

I understand I will begin work on July 7, 20____. If, in the meantime, I need to complete any paperwork or take care of any other matters, please contact me at (303) 777-1234.

I enjoyed meeting with you and your staff and appreciated the professional manner in which the hiring was conducted.

Sincerely,

Joan Kilmer

Joan Kilmer