Mr. Tony Mendoza

900 Palm Brook Drive, Melbourne, Florida, USA

1-329-8877665

email@example.com

Dated: 06-06-2009

Dear Sir

Thank you for your proposal letter for the Receptionist job with ABC Company Ltd. I am very pleased to get this offer.

I am writing this letter to confirm acknowledgment of your kind offer to join your esteemed company as Receptionist. I have complete understanding of the terms contained in your offer including company services, policies and salary.

I am experienced for receptionist job and keep the skills of good communication, keeping the visitors engaged, representing the organization in decent and courteous manners and building mutual cooperation among employees and customers. I am comfortable with long duty hours.

I strongly believe that my decision will be in great favor for not only my career goals but also your company interests. I will let you know my final decision on June 15 2009.

Thanks for this opportunity

Regards

Yours sincerely

William Gottlieb

P O Box 1641, Round Rock, Texas, USA

1-512-3214569

email@example.com