

7694 James Court
San Francisco, CA 94826
June 7, 2007

Judith Greene
Vice President
West Coast Airlines
2400 Van Ness
San Francisco, CA 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, _____. 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

Excerpt from *From Army Green to Corporate Gray*
by Carl S. Savino, Major USAR and Ron Krannich, Ph.D.
Copyright - Impact Publications 1999
Reproduced with permission from [Impact Publications](#)
9104-N Manassas Park, VA 20111-5211; 703/361-7300
1-800/361-1055 or info@impactpublications.com
