

LETTER OF ACCEPTANCE

3567 Maple Lane
Cedar Rapids, IA 52405

May 10, 20XX

Ms. K.L. Waters, Partner
Waters, Smith and Connors
100 E. High Street, Suite 801
Des Moines, IA 52803

Dear Ms. Waters:

To confirm our phone conversation on May 9th, I would like to formally accept your offer of the position of staff accountant at \$2,534 per month in your Des Moines office. I am very pleased to have the opportunity to become part of your organization.

As we discussed, I will be moving to Des Moines within two weeks and will be able to begin my employment on June 1, 20XX. I understand that your firm offers relocation assistance. Please send me the information you referred to concerning expense reimbursement.

I look forward to joining Waters, Smith and Connors.

Sincerely,

Rhonda K. Walston

LETTER OF WITHDRAWAL

Jessica Rolland
645 Palmer Avenue
Washington, IA 52406

August 12, 20XX

Mr. Marty Johnson, Director of Marketing
Wonder Building Products, Inc.
111 Industrial Parkway
Hampton, IA 50441

Dear Mr. Johnson:

It was very informative to meet with you and your staff last Wednesday to discuss your opening for a Central Iowa Marketing Representative. Your company has a very fine reputation in Iowa and the surrounding states. After careful consideration, I have decided to withdraw my application for the position.

I have accepted a position elsewhere that will afford me the opportunity to work toward my goal of becoming a marketing consultant. The opportunity to interview with your company was greatly appreciated and I hope your hiring search will be successful.

Sincerely,

Jessica Rolland