123 Lodge Street, Unit 1
Waterloo, Ontario
N2L 3C5

February 8, 2022

Ms. Inge Kalnins
Marketing Manager
ABC Manufacturing
45 Railside Road
Toronto, Ontario
M3C 2J3

Dear Ms. Kalnins:

Thank you for your offer of employment. I am delighted to accept the position as a marketing assistant with ABC Manufacturing for the spring work term, which runs from May 2 to August 31, 2022.

Please send me any information you have about hours of work and anything else you would like me to know. I would also be happy to review any training information. I can be reached by e-mail at garc0123@mylaurier.ca or by telephone at 519.123.4567.

*Alternative second paragraph:*
If you would like me to start my work term early, I am available to begin after my exams finish in mid-April. I can be reached by e-mail at garc0123@mylaurier.ca or by telephone at 519.123.4567.

I look forward to beginning my work term at ABC Manufacturing.

Sincerely,

Roberto Garcia

Roberto Garcia