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

June 14, 2019

Ms. Sunita Sethi
Marketing Manager
ABC Manufacturing
45 Railside Road
Toronto, Ontario
M3C 2J3

Dear Ms. Sethi:

Thank you for your offer of employment. I am delighted to accept the position as a marketing assistant with ABC Manufacturing for the fall work term, which runs from September 3 to December 27, 2019.

Please send me information about parking, hours of work and anything else you would like me to know. I would also be happy to review training information before the term begins. I can be reached by e-mail at wuxx0123@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-August. I can be reached by e-mail at wuxx0123@mylaurier.ca or by telephone at 519.123.4567.

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

Sincerely,

*Jasper Wu*

Jasper Wu