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](mailto: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](mailto: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