

Chris Martin
1629 W. Cumberland Ave.
Knoxville, TN 37916
(864) 555-5555

June 11, 2000

John Andrews
Kansas Oil Company
P.O. Box 253
Wichita, KA 23543

Dear Mr. Andrews,

Thank you for your letter dated June 10, 2000 offering my employment with your company.

I am looking forward to beginning work with Kansas Oil Company in July. Please convey my thanks to the numerous persons with whom I interviewed, and who helped me with the interview process on March 26th. As mentioned in your letter, I will call to make arrangements for my new employee orientation on July 1, 2000.

I appreciate your offer and assistance. I look forward to working with you soon.

Sincerely,

Chris Martin