

Dear Ms. Cannon:

I am pleased to accept the job offer for the Planner I position with Sonoma County starting June 1, 2016 at salary of \$3,600 per month. I am excited about the opportunity to put my training and skills to work.

I will be participating in the Chico State graduation ceremony on May 20 and arriving in Santa Rosa on May 28. I will keep the same email address and phone number (530-518-2367), so I can be reached quickly in case you need to talk to me. I will provide my new mailing address at a later date.

Again, let me thank you for the offer. I look forward to working with you.

Sincerely,

Stephen Success