

SAMPLE JOB OFFER CLARIFICATION AND ACKNOWLEDGEMENT LETTER

2421 Ridgeway Drive
De Pere, WI 54115
April 7, 20XX

Ms. Vera Argo
Recruitment Coordinator
Cargill, Inc.
1 Cargill Drive
Cedar Rapids, IA 52401

Dear Ms. Argo:

Thank you for the prompt telephone call concerning the status of my candidacy. I am very pleased to receive an employment offer for the Quality Assurance Chemist position with Cargill beginning at the end of May 20XX.

Before making a decision regarding this opportunity, I would like to receive additional information about the position as well as the orientation program for the laboratory science personnel. During my on-site interview, Mr. Dennis Givens mentioned a new guidebook that details the orientation program in addition to the products and customers of Cargill. If possible, I would like to receive a copy of this for review. I understand that the orientation program will last for three months during which time I will travel to Minneapolis, Minnesota to receive training at Cargill's corporate headquarters. After this orientation period, I will be assigned to the Corn Milling division in Cedar Rapids, Iowa.

I am very pleased to have been given an opportunity to begin my professional career with Cargill, Inc. As you requested, I will make my decision before May X, 20XX. If you have any questions, please feel free to contact me at (920) 983-XXXX. I look forward to speaking with you in the near future.

Sincerely,

E. James Dominguez

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