

123 Main Street
Campbells, KY 12345

November 17, 2012

Dr. Martin C. Lawrence
FAMILY HEALTH CARE
7899 Hawkins St.
Campbells, KY 12345

Dear Dr. Lawrence:

I want to thank you for giving me the opportunity to work with Family Health Care. I am very pleased to accept the position as a Medical Assistant. The position requires exactly the kind of work I want to do, and I know that I will do a good job for you.

As we discussed, I shall begin work on December 1, 2012. In the meantime, I shall complete all necessary employment forms and obtain the required physical examination. I will deliver the paperwork to you personally next week. At that time we could handle any remaining items pertaining to my employment. I'll call Monday to schedule an appointment with you.

I enjoyed my interviews with you and look forward to beginning my job with Family Health Care.

Sincerely,

Karley Jansen