

SAMPLE CONFIRMATION OF OFFER LETTER

459 Physician Way
Tallahassee, Florida 32311

April 12, 2009

George O'Malley, Esq.
Grey, Bailey, and Stevens, P.A.
25 North Main Street
Seattle, Washington 98104

Dear Mr. O'Malley,

Thank you so much for extending me the offer to work as a summer associate at your firm from May 2009 to August 2009. This letter is to confirm my acceptance of your offer to work in the Seattle, Washington office for \$22.00 an hour during the summer months. My last final exam will be May 2nd so I will be available anytime after that date to begin work. I look forward to working with you this summer and I appreciate the opportunity to work at such a prestigious firm.

Sincerely,

Derek Shepherd