

Sample for acceptance letter

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be changing to a new payroll system to avoid problems in the future. Furthermore, HR will start preparing checks a week in advance of payday so that this event should not occur again.Please contact me at 123-456-7890.Sincerely,Manager NameThis article is accurate and true to the best of the author's knowledge. Content is for informational or entertainment purposes only and does not substitute for personal counsel or professional advice in business, financial, legal, or technical matters. © 2014 Tamara Wilhite How to Write a Letter of Reprimand Positive Things to Write on a Performance... Key Phrases in Performance Reviews How to Write a Cleaning Job Description How to Write a Performance Action... Employee Performance & Development... How to Write a Motivation Letter How to Write an Employee Self Evaluation Performance Appraisal Strategies How to Conduct a 90-Day Employee... Helpful Phrases for Giving a Poor... How to Write a Feedback Letter How to Write a Job Reference for... Subject: Model Letter of Acceptance Area: Operations Management Date Revised: November, 1 2002 Food and Drug Administration Rockville MD 20857 Dennis Brydges Executive Officer Food and Agriculture Organization 1001 22nd Street, N.W. Washington, D.C. 20437 Dear Mr. Bridges: On behalf of the Food and Drug Administration, I am pleased to acknowledge your invitation to Mr. Sidney H. Rogers, Director, Investigation Branch to review the Food and Agriculture Organizations National Export Certification Program and its application in the field of export practices. The travel will take place in Rome, Italy from July 10-27, 2002. In accordance with your letter of May 12, 2002, we understand that your organization will reimburse the costs for air fare, lodging, meals, and miscellaneous expenses. When Mr. Rogers has returned and presented his claim, you will be notified by our Accounting Receivable Branch of the amount to be reimbursed. Checks are to be made payable to the Food and Drug Administration. Enclosed for your reference is some general information on guidelines for FDA employees who speak or participate in outside seminars and conferences. Sincerely, Malcolm Frazier Director, Office of Resource Management Enclosure FMD 13 Distribution: Regional Food and Drug Directors and District Directors FDA Headquarters Offices Issued by: ORA/ORO/Division of Field Investigations (HFC-130) Authority: ORA Publication Date: November 2002 Writing a recommendation letter for someone else is a huge responsibility, and getting everything just right plays an important role in that person's future. Looking at recommendation letter samples can provide inspiration and ideas for content and formatting. If you are the applicant, these samples give you clues on what you can suggest for inclusion in your letter. Whether the person who's asked you to write a recommendation wants it for a new job, undergraduate program, or graduate school, the central goal is the same: Give a description of the person that highlights positive traits that are relevant to the applicant's desired position or academic program. It's important that the recommendation letter balance praise and criticism so that the employer or college admissions team views the person making the recommendation as objective rather than biased in your favor. If bias is perceived, it weakens the recommendation and might even make it a non-factor or even a negative factor in your application. These four effective sample letters that focus on different kinds of applications have two key points in common: All are written by someone who has supervised or taught the applicant and knows specific details about the applicant's performance and work ethic, which lends credibility to the letter.They all give examples to back up the letter writer's judgments with concrete facts that also are relevant to the applicant's job or academic endeavor. A recommendation for an undergraduate student should emphasize leadership potential, organizational skills, and academic achievement. All of these factors are important to admissions committees. What's key in this letter: Details that make clear the student's positive traits that predict strong performance in college.Evidence of the student's academic strength. This recommendation letter was written by a former employer for a job applicant. Employers look for applicants who know how to achieve goals and objectives; this letter will catch an employer's attention and might help to move a job candidate to the top of the pile. What's key in this letter: Focus on relevant strengths: leadership, ability to be a team player, and interpersonal skills.Examples from a former direct supervisor give credibility to assertions in the letter. This recommendation letter was written by an employer for an MBA applicant. Although this is a short letter, it provides an example of why the subject may be a good fit for a master's degree in business. What's key in this letter: The letter was written by a direct supervisor.It stresses the applicant's leadership and critical thinking skills, which are both important for this particular degree.Examples back up the supervisor's opinions about the applicant. The recommendation letter was written by a former employer and emphasizes hands-on work experience. It does a very good job of demonstrating leadership ability and potential—both important for success as an entrepreneur. What's key in this letter: The letter was written by a former direct supervisor.It details a significant amount of work the applicant did that show her diligence, energy, conscientiousness, and communication skills, which are all important for entrepreneurs. If a relative or friend will be giving you money to help make a down payment on or purchase a house, your bank or other institutional lender will likely require some type of written documentation that the money is in fact a gift, not a loan. The reason is that, if it's a loan, you will be deeper in debt than the lender had earlier calculated. In that case, you might no longer qualify for the same loan terms the bank had offered, or perhaps any loan at all. (Learn more about mortgage requirements.) Here's a sample gift letter you can use to prove that the money is truly meant as an outright gift, with no expectation of repayment. Before finalizing the letter, check with your lender to make sure that it includes all information required, such as evidence of the donor's ability to provide these gift funds. Date: To: [name and address of bank or lender] I/We [name of gift-giver(s)] intend to make a GIFT of \$ [dollar amount of gift] to [name(s) of recipient(s)] , my/our [relationship, such as son or daughter], to be applied toward the purchase of property located at: [address of the house you're buying, if known] . There is no repayment expected or implied in this gift, either in the form of cash or by future services, and no lien will be filed by me/us against the property. The SOURCE of this GIFT is: [describe the investment, bank, or other account the gift is coming from] . Signature of Donor(s): _____ Print or Type Name of Donor(s): Address of Donor(s): Street, City, State, Zip: Telephone Number(s) of Donor(s): Email Address of Donor(s):



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