

EMAIL ACKNOWLEDGMENT OF A JOB OFFER

[Subject: Offer of Bioserve Research Assistant Position]

Dear Ms. Walters:

I am delighted that you want me to join Bioserve as your assistant. Your phone call this morning really made my day!

To review our conversation, I would be starting at Bioserve on August 20 at an annual salary of \$34,500 with a review after six months. My primary duties will involve enzyme kinetics with UV-Vis, cell culture and basic organic synthesis.

I am very excited about joining the Bioserve team. I will, as I mentioned, call you in about a week with my final decision. I will contact you before then if I have any questions about the position.

Sincerely,

Dan Cantar