

Jack Smith

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Date

National Museum of African Art Smithsonian Institution
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Mr. Nkrumah:

I was pleased to receive a call from the Human Resources Office offering me the full-time position of Director of Funds and Procurement. I accept the offer in conjunction with its terms and conditions.

Exactly two weeks from today, on September 23, 2010, I will be ready to begin employment. I look forward to assisting the team to achieve its departmental and organizational goals. If you have any further questions or concerns feel free to reach me via the contact information listed above.

Respectfully,

Jack Smith