

Sample Acceptance Letter

Your Street Address
City, State, Zip Code
Date

Mr. Patrick Dodson
Lone Cactus Food and Beverage Company
162 Getzen Drive
Scottsdale, AZ 85258

Dear Mr. Dodson:

I am writing to confirm my acceptance of the employment offer that you extended to me on December 1, 2008 for the position of Sales Representative for Lone Cactus at an annual salary of \$42,000. I am confident you will find me a competent and enthusiastic team member.

As we discussed, I will report to your office at 8 a.m. on January 12, 2009 for my first day of employment. I will bring the employment verification documents you requested.

I look forward to starting my career with Lone Cactus, and thank you again for the offer and your confidence in me. I may be reached at 480-123-4567 should you need anything else prior to my start date.

Sincerely yours,

(sign here)

Your Name