

The Acceptance Letter

Your Name

Street Address
City, State Zip Code
Phone Number
E-Mail Address

Today's Date

Ms. Chris Smith
Her Job Title
Name of Employer
Street Address
City, State Zip Code

Dear Ms. Smith:

Your opening paragraph should confirm acceptance of employment indicating both the particular position and the date of the offer. You should also reaffirm your decision by reiterating your interest in the company/position.

In the second paragraph, briefly restate your understanding of the salary, assignment (position), starting date and work location. Additionally, mention any requirements or provisions previously discussed, such as testing (e.g., medical examinations or drug testing), orientation program, or completion of company employment or insurance forms.

Finally, express appreciation for the opportunity. Also, mention your ability to contribute to the company and express enthusiasm about your employment.

Sincerely,

Your Name