THE JOB OFFER ACCEPTANCE LETTER TEMPLATE

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Your Street Address
City, State and Zip Code
Date
>
      (4 spaces)
>
Name of Contact
His/Her Title
Company/Organization Name
Address
City, State and Zip Code
Dear Mr., Ms., or Dr. (Contact's Name):
The acceptance letter is a pleasure to write. In the first paragraph, thank the
company/organization for the offer and directly accept the position.
In the second paragraph, restate the contract provisions as you understand them.
These are the points that you and your contact at the company have discussed in
relation to your employment. These may include salary, location, and benefits. You may
also include the date you will begin working. It is important to reiterate these details
because they provide documentation of an understanding between you and the
organization before the contract is signed.
To conclude the letter, end with a statement that demonstrates your excitement at the
opportunity to join the company. Remember to be thankful and courteous!
Sincerely,
  Your signature here (4 spaces)
Your name
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Tips for Success

- Express your appreciation for the opportunity
- Before sending the letter, make sure you include the correct details of the offer