

(Date)

(Mr./Ms. Name)

(Title)

(Employer Name)

(Address)

(City, ST ZIP)

Dear (Mr./Ms. Name):

I am greatly pleased to accept your offer to join (Employer Name) as a (position title) under (Supervisor Name). The goals you outlined for the position are well-matched to my abilities, and I consider it a privilege to join your team.

As we agreed, my salary will be (salary), and medical benefits will commence after 30 days of employment.

(Mr./Ms. Name), thank you for making the interview process enjoyable. I look forward to working with you and the (Employer Name) team. I will report to work on (Date). In the meantime, feel free to call me at (555) 555-1963.

Sincerely,

(Your Name)