

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acceptance of Job Offer – Applicant to Business

Dear Name:

After much consideration of your job offer, I have decided to accept the position of {Position} with {Name of Company}. I am excited to start a career and future as an employee of {Name of Company}.

Please contact me at your earliest convenience so that we may discuss the final details of the job offer. Once again, I look forward to becoming a member of the {Name of Company} team.

Sincerely yours,

N A M E