

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 – Reconfirmation of Agreements

Dear :

I am writing this letter to reconfirm the initial offer presented to me in our last discussion. As a {Position} of {Name of Company}, I understand that I will be a supervisor of the {Department}. My duties and responsibilities will be {Duties and Responsibilities}. I am sure that my former experience and education will be a great asset to not only the achievement of this department, but to {Name of Company} overall.

With the acceptance of the job, we had agreed that \$ annually was a commensurate salary after taking into consideration my occupational experience and educational training.

I am eager to begin working with the {Name of Company} team. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E