

Sample Acceptance Letter

Your Street Address
City, State Postal Code

Date

Jack Krebs
Division Manager
Data International Corporation
1212 Corporation Lane
Richmond, VA 23312

Dear Mr. Krebs:

I am writing to confirm my acceptance of your employment offer on April 20 and to tell you how delighted I am to be joining Data International in Richmond. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, the annual salary will be \$49,998 and I will report to work at 8:00 a.m. on May 22 following the completion of the medical examination and drug testing. Additionally, I shall complete all employment and insurance forms for the new employee orientation on May 23.

I look forward to working with you and your excellent team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Pamela Jones

Adapted from National Association of Colleges and Employers (NACE), 2010

Career
Center