John Smith

123 Jones Avenue

Los Angeles, CA 90001

jsmith@gmail.com

123-555-1234

November 10, 2014

Janice Jones

Social Center of Los Angeles

456 Brown Boulevard

Los Angeles, CA 90005

Dear Mrs. Jones:

Please take this letter as formal acceptance of your job offer for the social worker position. I am so excited to begin work at the Social Center of Los Angeles and I am looking forward to helping the people of Los Angeles.

Following up on our telephone conversation that took place on November 7, 2014, I understand the salary will be $45,000.00 per year and my start date will be December 15, 2014. Also as previously discussed, I will review and sign the employment contract and return it to your attention within the next seven days.

Once again, thank you so much for this opportunity to work with you and the Social Center of Los Angeles.

Sincerely,

John Smith

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[Date]

[Mr./Ms. Name]

[Title]

[Employer/Company Name]

[Street Address]

[City, State ZIP Code]

Dear [Mrs./Ms./Mr. Name]:

I am pleased to accept your offer to join [Employer Name] as a [Job Title]. My abilities will allow me to succeed as [a/an] [Job Title] and I am honored to be a part of such as great organization.

As we previously discussed, my annual salary will be [Salary]. Other benefits will include [insert additional benefits and their terms].

Thank you so much for the opportunity to work for [Employer Name]. Just to confirm, I will begin work on [Date]. In the meantime, feel free to contact me at [Phone Number] or [E-mail Address].

Sincerely,

[Your Name]

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321 Marquee Road

Camden, NJ 08101

123-555-5555

December 1, 2014

Mrs. Wanda Brown

Midtown Corporation

1010 Madison Avenue

New York, NY 10055

Dear Mrs. Brown:

Please consider this letter as my formal acceptance to the job offer for the marketing executive position at Midtown Corporation you made to me over the phone earlier today.

As we agreed, my yearly salary will be $43,000.00 and my starting date will be January 14, 2015. I also understand that I am capable of getting full company pay and benefits once the three month probationary period has ended on April 14, 2015.

Thank you again for offering me this wonderful opportunity to work at Midtown Corporation. Let me know if there is any additional information or documentation you need before I begin work on January 14, 2015.

It will be a great pleasure to work with you and Midtown Corporation.

Sincerely,

Mary Greene