

Job Acceptance Letter

Congratulations on your new job! Now write the perfect acceptance letter.

An acceptance letter provides proof of what you believe to be your terms of employment before you actually begin work.

Although you will often accept a job offer in person, it is a good gesture and a wise practice to formalize it with a letter.

How to write a letter to accept a job offer: 7 tips

1. Begin your acceptance letter by identifying the position and by thanking whoever sent you the job offer, and then make it clear that you have decided to accept it. Express sincere appreciation for the offer, and indicate your enthusiasm for the position (but don't be mushy and over-enthusiastic).
2. Use your acceptance letter to restate the basic terms of employment as you understand them, including hours start date (if given to you), grade level, school, and terms of employment.
3. Restate whatever instructions you were given regarding such details as your work hours, appropriate dress, and where you should park.
4. Request clarification in your acceptance letter of any terms of employment that were vague in the interview or that concerned you afterwards.
5. Express how much you look forward to filling this new position and mention one or two aspects of the job you will especially enjoy.
6. Type your acceptance letter in block or semi-block format, using three or four paragraphs, one page in length, and sign it by hand. The heading at the top should match your résumé and cover letter—usually your contact information. Put the date and name, title, and address of the person it goes to at the top left. The envelope should match the paper type just as with a cover letter.
7. Make sure your acceptance letter is professional-looking; check it carefully for grammatical mistakes, typographical errors, and misspelled words.

If you are sincerely interested in a position, but need more time to make your decision, express your appreciation for the job offer and specify the amount of additional time you are requesting by indicating the date (no more than two weeks) by which you can or will respond with a decision.

Look at the sample letter on the next page.

Joan Oakley
7 Greenway Court
Eugene, OR 97401
503-555-0303

Mr. Archie Weatherby
Sunshine Elementary School
25 Sacramento Street
San Francisco, CA 94102

Dear Mr. Weatherby,

Thank you for the offer to become a fourth grade teacher at Sunshine Elementary School. I accept with great anticipation of all the exciting and engaging activities I will be facilitating for fourth graders starting the first week of August.

I look forward to meeting the entire staff on July 25 and 26 as we prepare for a new school year together. I will report to the Human Resources office on July 22 or 23 to fill out paper work. I will call your secretary to find out when I can start working in my classroom to create an inviting place for my students.

I'm excited to be across the hall from Mrs. Glass who will be my mentor. Since she was my student teaching Coordinating Teacher, we already have a great relationship. I know I will continue to learn from her.

Again, thank you for your offer.

Sincerely,

Joan Oakley