

## **Sample Acceptance Letter**

Your Street Address  
City, State Zip Code  
Phone Number

Date Mr./Ms./Mrs. Name of Contact Position  
Title  
Company Name  
Company's Address  
City, State Zip Code

Dear M\_. (last name of contact person):

First Paragraph: Thank the contact for the offer letter, mentioning the date of the letter. Tell the employer that you accept the offer.

Second Paragraph: Let the employer know that you are enthusiastic about accepting the position and that you feel you will contribute to the organization.

Third Paragraph: Confirm your start date and close gracefully. If there are any details you need to clear up, do not discuss them in the letter. Let the employer know that you will call him/her in the near future.

Sincerely,

Your Name typed under your signature