

THE JOB OFFER ACCEPTANCE LETTER TEMPLATE

Your Street Address

City, State and Zip Code

>

Date

>

> (4 spaces)

>

>

Name of Contact

His/Her Title

Company/Organization Name

Address

City, State and Zip Code

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Dear Mr., Ms., or Dr. (Contact's Name):

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The acceptance letter is a pleasure to write. In the first paragraph, thank the company/organization for the offer and directly accept the position.

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In the second paragraph, restate the contract provisions as you understand them. These are the points that you and your contact at the company have discussed in relation to your employment. These may include salary, location, and benefits. You may also include the date you will begin working. It is important to reiterate these details because they provide documentation of an understanding between you and the organization before the contract is signed.

>

To conclude the letter, end with a statement that demonstrates your excitement at the opportunity to join the company. Remember to be thankful and courteous!

>

Sincerely,

>

> *Your signature here* (4 spaces)

>

>

Your name

Tips for Success

- Express your appreciation for the opportunity
- Before sending the letter, make sure you include the correct details of the offer