

ACCEPTING A JOB OFFER - EMAIL EXAMPLE

Dear Mr. Sandusky:

This letter is to confirm my acceptance of your employment offer on March 8, and to tell you how delighted I am to be joining Keys Regional Industries' St. Joseph location. The duties are exactly what I have prepared to perform and have hoped to do. I feel confident that I can make a significant contribution to the company, and am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 a.m. on April 30 and will have completed the medical examination and drug testing by the start date. All employment and benefits forms for the new employee orientation will be filled out by then, as well.

I look forward to working with you and your team. Your confidence in me is appreciated and I am very happy to be joining the staff.

Sincerely,
Mohan Khan