



CAREER CENTER  
ST. CLOUD STATE UNIVERSITY  
320.308.2151  
Centennial Hall 215  
[www.stcloudstate.edu/careercenter](http://www.stcloudstate.edu/careercenter)

## *Accepting a Job Offer*

Sending a written letter of acceptance is recommended to formally accept the job offer as well as confirm the details of employment.

Points to include in your letter:

- Appreciation for the offer and opportunity
- Written acceptance of the offer
- The terms and conditions of employment (salary, benefits)
- Starting date of employment

You should send the letter to the person who offered you the position and include your contact information. Even though you have already been offered the job, make sure that your letter is well written and does not contain any errors.

### **Sample Letter**

September 23, 20XX

Mr. James Anderson  
Marketing Manager  
The Williams Group  
1258 Parkway Drive  
Minneapolis, MN 55414

Dear Mr. Anderson,

It was great news when you called me this morning to offer me the position of Marketing Representative with The Williams Group. I am very pleased to accept your offer at a starting salary of \$40,000. I also understand that I will be receiving the company's full benefit package we discussed beginning with my first day of work on June 15, 2011.

The customer relations position is ideally suited to my background and interests. I assure you I will give you my best effort in making this an effective position within your company.

I want to thank you again for the opportunity and am eager to begin working with everyone on the Williams team. If there is any additional information that you need from me, please let me know.

(Signature)

Jane Johnston  
320-555-5555  
jjohnston@email.com

