

Sample Job Offer Acceptance Letter

Your Name
Street Address
City, State Zip Code
Phone Number
Email Address

Date

Individual
Job Title
Name of Company
Street Address
City, State Zip Code

Dear [name of individual who is hiring],

The first paragraph should discuss your acceptance of the offer of employment including the job title and date the offer was made. Briefly express your enthusiasm for the job and company.

The second paragraph should include reference to the terms of the job, salary, location, and starting date. Be sure to address any other discussed provisions to employment including testing, licensure, orientation workshop, or completion of employment forms.

In the last section, remember to discuss your continued interest in the position, appreciation for the offer, and your commitment to contributing to the company.

Sincerely,
Signature (if mailing)
Name