

Job Acceptance Letter | Formal Letter Sample

So you have received a good job offer and you have accepted it verbally. Now with a job acceptance letter, you can formally accept the offer. Here is a sample acceptance letter that you can use as an outline for drafting your own job acceptance letters.

Job acceptance letter sample

Your name

Street Address

City, State, Pin code

Email

Phone

Recipient's name

Designation

Company

Address

October 19, 2019

Dear (Recipient Name):

I am delighted to accept your offer of employment as a sales manager with Pearl Corporation, starting on October 30, 2019. The position sounds quite challenging and that is exactly what I am looking for.

I have reviewed the terms and conditions specified in the offer letter. I have also signed and enclosed copy of the offer letter as you requested. If there are any other formalities that I need to complete before I can join the company, please let me know.

I look forward to working with you.

Sincerely,

Handwritten signature

(Your name)

Enclosure: signed copy of the offer letter