



## Sample Letter – Accepting an Offer

*Your letter accepting an offer can be brief. It should include appreciation for the opportunity, written acceptance, references to the terms and conditions of employment, and the start date.*

Dear Mr. Jarrett,

It was wonderful to speak with you on the phone yesterday about the Marketing Coordinator role at ABC Company. I would like to formally accept this job offer. I am looking forward to working with you and the rest of the team at ABC.

*If the employer has you sign a formal offer letter, you do not need to write an acceptance. Just keep a copy of your signed offer letter for your records.*

As we discussed, my start date will be May 13, 20XX, with an annual salary of \$50,000 and two weeks of paid time off. This salary includes health insurance, effective on my start date.

Please let me know if there is any paperwork or additional information you need from me prior to my start date, or if there is any documentation I should bring along that day. You can reach me via email or by phone at (555) 555-5555.

Again, thank you so much for this opportunity.

Sincerely,

Colleen Davis