

Sample Job Acceptance Letter

From: Kylie Marshall

845 Lakewood Street

CENTRAL LONDON WC54 2DC

[Date]

To: Ms. Hannah Jane Campbell

Manager of Human Resources, Gump and Co

25 S. Mechanic Lane

CENTRAL LONDON WC54 2DC

Dear Ms. Campbell,

I am writing to confirm my acceptance of your employment offer on [Date] and to tell you how delighted I am to be joining Gump and Co in Jacksonville. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the company, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 am on [Date] and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Kylie A. Marshall

[Signature]