

Sample Job Acceptance Letter

[Date]

[Mr./Ms. Full name]

[Title]

[Employer name]

[Employer street address]

[City, state zip code]

Dear [Mr./Ms. Name]:

It is with great pleasure that I accept your offer to join [employer name] as a [position title] under [supervisor name]. The goals you outlined for the position are well-matched to my abilities, and I consider it a privilege to join your team.

As we discussed, my annual salary will be [salary], and medical benefits will commence after 30 days of employment.

[Mr./Ms. last name], thank you for making the interview process enjoyable. I look forward to working with you and the [employer name] team. I will report to work on [date]. In the meantime, feel free to call me at (555) 555-5555.

Sincerely,

[Your name]