



Ready Reference F-10 Sample Acceptance Letter

Acceptance Letter Format

Use the heading from your resume for your contact information

Date

Ms. Jane Doe
International Engineering Corporation
1234 Industry Lane
City, State Zip

Dear Ms. Doe:

I am writing to confirm my acceptance of your employment offer from April 1. I am delighted to be joining International Engineering Corporation as a Project Manager. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the organization, and am grateful for the opportunity you have given me.

I understand that the yearly salary will start at \$62,000, and will include a \$3000 signing bonus and a company car, as well as the additional benefits outlined in our discussion. I will be moving into my apartment in City on May 1. If there are additional questions or paperwork, I can be reached at my school address and phone number until that date. I will report for work at 8:00 am on May 25, and will have completed the medical examination and drug testing by that date. Additionally, I shall complete all employment and insurance forms for the new employee orientation scheduled for May 26.

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

Sincerely,

Em Ployed