

Sample Job Offer Acceptance Letter

When a hiring company presents a written job offer that you would like to accept, you should prepare a formal letter of acceptance similar to the one below. Make sure that the position, salary, and start date are mentioned explicitly.

(Date)

(Employer)
(Company Name)
(Address)
(City, State, Zip)

Dear (Employer Name):

I am happy to accept your offer as defined in your letter dated (letter date here) for the position of (position) with your company. My understanding is that I will receive an annual salary of (\$ amount). I will be able to start work with your firm on (start date).

Thank you very much for the opportunity to work with you and (company). I look forward to becoming a valuable member your team. Between now and my start day you can reach me at the phone numbers below or contact me through (my recruiter here).

Sincerely,
(Your name)

home phone xxx xxx xxxx
work phone xxx xxx xxxx
other phone xxx xxx xxxx
Recruiter phone xxx xxx xxxx