



Model for An Acceptance Letter

May 10, 2001

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Write City, IN 12345

The acceptance letter is a simple and pleasant letter to write. In the first paragraph, thank the company for the offer and directly accept the position.

Next, restate the contract provisions as you understand them. These are points that you and your contact at the company have discussed in relation to your employment. They may include salary, location, benefits, or any other items. Restate any instructions you were given in their acceptance letter to you. These might include the date that you will begin working, the salary discussed, or the hours you would be working. It is extremely important to restate these details because they provide documentation of an understanding between you and the company before an actual contract is signed.

Finally, end with a statement of your happiness at the opportunity to join the company. Be thankful and courteous, watching your tone so as not to sound too overconfident.

Sincerely,

Lucy Letter
123 Winner's Road
New Employee Town, PA 12345

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