

Acceptance Letter

Use this letter to accept a job offer and to confirm the terms of your employment (salary, starting date, medical examinations, etc.). Usually, an acceptance letter follows a telephone conversation during which the details of the offer and the terms of employment are discussed. The letter confirms your acceptance of the offer, expresses your appreciation for the opportunity, and positively reinforces the employer's decision to hire you.

Suzanne Q. Chapstick
507 Shore Drive
Hampton, VA 23501
e-mail address

April 20, 2001

name of contact
company or firm name
company or firm address

Dear _____:

I am writing to confirm my acceptance of your employment offer of April 16 and to tell you how delighted I am to be joining _____. 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 firm and am grateful for the opportunity you have given me.

As we discussed, I will report to work after the Bar exam on _____ 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 on May 22.

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

Sincerely,

(Written Signature)

Suzanne Q. Chapstick