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[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]

# Acceptance Of A Job Offer

22/08/2019 by admin



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XYZ


(Senders Address) 22 august 2019

HR Manager  
ABC Ltd

Dear Sir/Madam

I am extremely delighted to have received the offer letter to join ABC Ltd as a Business analyst. This is regarding the formal acceptance of the same. I again express my gratitude to the authorities who finalized me for this designation. Hereby I pronounce with immense pleasure that I accept this job offer with ABC Ltd.

As communicated during the hiring process, I will be under a training period for the initial 3 months. My job profile includes evaluating the new business proposals for the company and preparing their respective statements along with reviewing the existing ones regularly. I am enthusiastic to take up my job. Mentioned in the letter my date of joining is 26th May 2009.



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I warrant that I will carry out my responsibilities with utmost sincerity and veracity. Thanking you again. I would appreciate your further guidance if any needful is to be done before the joining.

Yours Sincerely

Your Name  
Street Address  
City, County, Postcode  
Phone  
Email Address  
Date

Recipient Name  
Title  
Company Name  
Street Address  
City, County, Postcode

Dear Recipient Name:

I am delighted to accept your offer of employment as a job title with Company Name, starting on date. The position sounds both exciting and challenging, two of the most important aspects of work to me.

I have thoroughly reviewed the details of your offer as outlined in the offer letter. I have signed and enclosed a copy of the offer letter as you requested. If I need to complete any other paperwork before my first day of work, please send it to me at my home address, above.

I am looking forward to working with you.

Yours sincerely,

Your Name

Enclosure

## **JOB OFFER ACCEPTANCE LETTER SAMPLE**

1211 Dickinson Drive  
Coral Gables, FL 33146

April 21, 2006

Ms. Lisa Stein  
Human Resources Representative  
Department of State  
2201 C Street NW  
Washington, DC 20520

Dear Ms. Stein:

It is with great enthusiasm that I accept the Foreign Service Officer position with the Department of State. I feel confident that I can make a significant contribution to the agency.

As we negotiated, my starting salary will be \$33,000 with the full range of benefits granted to government employees. I will report to work at 8:30 a.m. on June 1 and will have completed the medical examination and drug testing by May 5. Additionally, I shall complete all employment and insurance forms for the new employee orientation.

Thank you for your assistance during this process. I look forward to working with you and joining the team at the State Department.

Sincerely,

*Lee Chen*

Lee Chen

### Acceptance Letter Sample

1435 Lincoln Ave  
Charleston IL 61920  
Today's Date

Ms. Mary Lou Nelson  
Manager of Human Resources  
XYZ Corporation  
2901 Glenwood Ave  
Chicago IL 60429

Dear Ms. Nelson:

I am writing to confirm my acceptance of your employment offer on April 20 and to tell you how delighted I am to be joining XYZ Corporation in Chicago. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 am on July 1 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.

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

Sincerely,

Sarah B. Rodriguez

[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]

## Sample Accepting an Offer Letter

1234 Ledgewood Drive  
Cincinnati, Ohio 45207  
May 22, 2006

Mr. Jack Bryan  
Director of Corporate Recruitment  
Products Unlimited Corporation  
5555 Commerce Lane  
Anytown, Ohio 40000

Dear Mr. Bryan:

Thank you for the time you and Ms. Smith have invested while considering my qualifications for the position of staff accountant. From all that I have learned, I am convinced that employment with Products Unlimited is the right choice for me.

I am, therefore, pleased to accept your offer as an accountant in the finance department at the agreed upon salary of \$32,000 per year. I understand that joining your staff is contingent upon completion of my degree and a routine medical examination. I will report to work on June 1. Please advise me of any additional details that require my attention.

I am eager to begin what I consider a most challenging career.

Sincerely,

Jan Storey



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