



# 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