

Sample Acceptance Letter

Full Block Format

Your Street Address
City, State, Zip

Date

Person's Name, Title
Company Name
Street Address
City, State, Zip

Dear Mr. or Ms.:

I am writing to confirm my acceptance of your employment offer of **(Insert Date Here)** and to tell you how delighted I am to be joining **(Insert Company Name Here)**. 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 corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **(Insert starting time here)** on **(Insert starting date here)** and will have completed the medical examination and drug testing by the start date. Additionally, I will have completed all employment and insurance forms for the new employee orientation on **(Insert date here)**.

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

Sincerely,

(Written Signature)

Your Typed Name