



# Sample Letter of Acceptance

F8

456 Employment Street  
City, State Zip  
Date



Em Ployed's  
Address

Ms. Jane Doe  
International Food Corporation  
1234 Processing Lane  
City, State Zip

Dear Ms. Doe:

I am writing to confirm my acceptance of your employment offer of April 1. I am delighted to be joining International Food Corporation as a Quality Assurance 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 \$42,000 and will include a \$1,000 signing bonus, 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 a.m. 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*



Em Ployed's  
Signature

Em Ployed