SAMPLE ACCEPTANCE OF OFFER LETTER

[date]

[person's name]
[person's job title]
[organization]
[address]

One could send this letter to ***both*** supervisor and HR department contact person to make certain these two entities are in agreement as to the specifics of the offer.

Dear [person's first name, or Mr/Ms last name],

I am pleased to accept the offer of [full-time/part-time/temporary/contract assignment] employment extended to me by [person's name][in-person, my US mail, email, or by phone] on [date]. The opportunity to contribute to the future success of [organization] is an exciting one which I am looking forward to starting on [date] reporting to [location] at [time].

Here is my understanding of the offer's details:

- [job title] reporting to [person's name or at least job title]
- [work assignment location]
- [summary of tasks, duties and responsibilities in as much detail as you think necessary based on the information provided to you, including hours/days schedule]
- [performance review schedule, including anything you negotiated during the interviewing process]
- [compensation package with benefits, including any performance-based raise schedule you may have negotiated during the interview process]
- [vacation]
- [other perks, including severance package agreement if offered or negotiated during the interviewing process]

I need clarification on the following: [If there are any items unclear to you that are not "offer killers", mention the need to clarify them here.]

If there are any others details I have listed that are inaccurate or incomplete, I hope we can make those corrections and clarifications as soon as possible.

I am looking forward to a long and mutually beneficial relationship with [organization].

Cordially,

[your signature]
[your first and last name]
[your name, address/city/state/zip]
[area code/phone number]
[email address]

The letter should be sent ***ahead*** of the employment start date, *if possible*, or ***at least*** handed to the HR department or supervisor first thing on the start date. Any ***serious*** employer's offer should contain information much like this letter.

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