

EMPLOYMENT ACCEPTANCE SAMPLE LETTER

Source:www.quintcareers.com

Even if you've accepted a job offer over the phone, it's important to write a formal acceptance letter. Stating in writing your understanding of the terms of employment will help clear up any misunderstandings before they can snowball. Your acceptance letter is not a contract, but if any legal question ever arises over the terms of your employment, it certainly cannot hurt to have your understanding of those terms in writing. Here's a sample acceptance letter:

Mrs. Walter Mellish
Greenley Corp., Inc.
1010 Madison Avenue
New York, NY

Dear Mrs. Mellish:

It was certainly wonderful news when you called this afternoon to offer me the position as assistant buyer for Greenley Corp. Please consider this letter my formal acceptance.

I am pleased to accept your offer at a salary of \$29,000 annually.

As we agreed, my starting date will be July 28 to enable me to finish a summer computer class that will enhance my skills for Greenley Corp.

I also understand that I will receive full company pay and benefits during the 12-week training program and that I am considered probationary during that time.

Thank you again, Mrs. Mellish, for offering me this wonderful opportunity, and do let me know if I can do anything in advance of my start date to facilitate the paperwork, or if there are any areas you'd like me to be reading up on.

What a delight it will be to work with you and the Greenley team!

Sincerely,

Jane Oakley