

Use the same heading as
your resume

FIRST NAME LAST NAME

1112 Main Street • Norfolk, NE 68701 • (402) 371-0000 • jodraft@msn.com

Today's date

Mr. Harvey Leo, Title
Company
900 East Valley Drive
Omaha, NE 68105

Dear Mr. Leo:

TIPS:

- Acceptance letter should be sent to employer within 48 hours of notification of offer.
- Address the letter to the person who made the offer to you. (Include name, title, business, and complete mailing address.) If a hiring manager made the offer, copy the letter to Human Resources too.
- Express appreciation for the opportunity to join company.
- Re-emphasize your most important terms of employment, like start date, salary and benefits.
- Use Arial or Times New Roman Font, size 12.
- Top margin should be 1 inch and side margins 1 to 1 ½ inches. Center body of letter (Equal space before date and after your signature line.)
- Keep letter brief and professional.

It is with great pleasure that I accept the position of **specific job title** in **specific department**. I consider it a privilege to join the company and will begin on **date**.

As we discussed, my annual salary will be **\$XX,XXX** with medical benefits beginning on **date**.

Again, thank you for your offer and I look forward to my start date.

Sincerely,

Sign the letter.

First Name Last Name