

Letter of Acceptance

Stephen F. Austin State University | Center for Career and Professional Development

Congratulations, you've just been offered the job of your dreams! Accepting a job offer is an exciting end to your current job search. Show your appreciation to the organization by sending a letter of acceptance. In addition, you may need to send [Letter\(s\) of Withdrawal](#).

Your letter of acceptance should be sent out 24 hours after employer contact, or immediately upon reaching your decision. Hard copy is more formal than email; however, when speed is necessary, use email.

What to include

- Be specific regarding the starting date, salary and supervisor's name.
- List and detail all items agreed to in the offer (benefits, moving expenses, signing bonus, etc.).
- Acknowledge if employment is contingent on any event such as licensing, passing physical examination, etc.
- Tell of plans and anticipated arrival date.
- Express appreciation to contact person and anyone else who has been helpful.
- Indicate enthusiasm for the job and the opportunity with the company.

Letter of acceptance example

Beyoncé G. Knowles	
3636 Grammy Boulevard Nacogdoches, Texas 75965	936.555.5343 bknowles@jacks.sfasu.edu
July 23, 2018	
Mr. James Bond Advertising Director Royal Casino 7 Diamond Drive Lake Charles, Louisiana 65000	
Dear Mr. Bond:	
I am writing to confirm my acceptance of your employment offer of July 23 and to tell you how delighted I am to be joining Royal Casino in Lake Charles. I understand that my initial assignment will be working for Mr. 50 Cent in the Advertising Division at a salary of \$33,000 per year.	
As we discussed, I will report to work at 8:00 a.m. on August 15 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation.	
I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.	
Sincerely,	
<i>Beyoncé Knowles</i>	
Beyoncé Knowles Enclosure	