Applicant’s Name  
Applicant’s Address  
City, State, Zip Code  
  
Date  
  
Name of person who offered the position  
Title  
Company Name if applicable  
Address, city, state, zip code  
  
RE: Acceptance of job offer  
  
Dear Name of Person,  
  
I was very happy to receive your call today offering me the position of POSITION in Name of Company. I am sending this formal letter of acceptance as confirmation that I accept the offer. I consider it a privilege to join your team and want to thank you for the opportunity.  
  
As mentioned in our phone conversation, my salary is SALARY, and insurance and medical benefits will begin after 60 days of employment.   
  
ALTERNATIVE: At this time I would like to request information about the salary and other benefits associated with the job.   
  
Please feel free to call me at 555 123 4567 or email me at Name@email.com. I will begin work on DATE and am looking forward to working with you and your team.   
  
ALTERNATIVE: I will begin work on DATE, however my sister’s wedding was arranged six months ago for DATE, for which I request permission to attend.   
  
Sincerely,  
Signature  
Name  
List of enclosures if any