​Applicant’s Name
Applicant’s Address
City, State, Zip Code

DATE

Employer or Human Resource Person’s Name
Name of Company
Address of Company
City, State, Zip Code

RE: Acceptance of job offer

Dear Name of employer of Human Resource Person:

This letter is a follow-up to our discussion on the phone on DATE. At that time, you offered me the position of POSITION with Name of Company. I am happy to accept the job offer and want to thank you for the opportunity to work for your esteemed institution. I am eager to make a positive contribution to the team.

As we discussed, I will begin at 9am on DATE and my starting salary will be AMOUNT. I understand that I will have two weeks of vacation annually, and life, health and dental insurance benefits for my family and myself.

Please let me know if there are any additional forms I should give. I am looking forward to written confirmation that the employment terms and conditions in this letter are correct. I can be reached at Email Address and at Phone Number.

Thank you again for offering me the job.

Sincerely,
Applicant’s Signature
Printed Name of Applicant