​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