

Letter of Acceptance for Employment

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am writing to ensure my acceptance of your employment offer on [DATE HERE] and to inform you how pleased I am to be becoming a member of [COMPANY NAME]. The work is precisely what I have ready to perform and hoped to do. I feel comfortable that I can make an important contribution to the organization, and I am gracious for the prospect you have given me. I shall finish all job and insurance forms for the new employee orientation. I look ahead to doing work with you and your very good team. I appreciate your confidence in me and am very happy to be enrolling in your staff.

Sincerely,

[You're Name]

[Senders Title] -Optional-