

Acceptance Letter

When accepting a job offer, you want to follow-up with a note that reinforces the employer's decision to hire you, and confirm the terms of your employment. These terms include salary, starting date, and necessary preparations. Often this letter may follow a telephone conversation or a meeting where these terms are discussed.

Thank the individual(s) for the opportunity and state how pleased you are to accept the position. Mention again your interest in this type of work. Confirm any paperwork or preliminary steps the company/organization requires of you.

Dear Ms. Mellon:

Thank you for your offer of employment with The Alpha Corporation. I am very pleased to accept the invitation to join the firm as an Information Specialist at the salary and terms described in your letter dated April 22, 2010.

I will be able to report to work on June 15, 2010 and will have completed the employee orientation and medical examination by that time. Also prior to that date, I will be in touch with your office regarding any additional pre-employment procedures. The financial aid defraying my moving expenses is greatly appreciated and is a key factor in my ability to relocate so quickly. Per your request, I am keeping receipts related to my move to submit for reimbursement.

I am looking forward to joining the company and working with your outstanding staff. Thank you for your confidence in me and for the opportunity this represents.

Sincerely,

Courtney Grayson