

SAMPLE LETTER OF ACCEPTANCE

100 State Street  
La Crosse, WI 54601

January 11 20XX

John C. Smith  
Manager of College Relations  
ABC Company  
1000 River Street  
Minneapolis, MN 53221

Dear Mr. Smith:

I am writing to confirm my acceptance of your employment offer of January 10th and to tell you how delighted I am to be joining ABC Company. The work is exactly what I have prepared for and fits well with my career goals. I feel confident that I can make a significant contribution to the corporation.

As we discussed, I will report to work at 8 a.m. on January 30th and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms prior to the new employee orientation.

I appreciate your confidence in me and am looking forward to joining the ABC team.

Sincerely,

Jane A. Olson