

Sample Acceptance Letter. Provided by UK's James W. Stuckert Career Center

3456 Westview Road
Lexington, Kentucky 40504
February 14th, 2008

Mr. Henry Turner
Human Resources Manager
Printer Company II
12123 West Center Road
Louisville, Kentucky 68134

Dear Mr. Turner:

I am writing to confirm my acceptance of your employment offer of February 14th and to tell you how excited I am to be joining Printer Company II. The work is exactly what I have prepared to do. The salary of \$35,000 is acceptable to me with the two weeks of vacation that we discussed on the phone.

I will begin work on March 15th at 8:00AM reporting to Building 5. I will have completed my background check and drug test prior to the start date. Additionally, I will complete all employment and insurance forms in time for the orientation.

I look forward to joining your staff and appreciate your confidence in me.

Sincerely,

Stephanie Ink