



JOB OFFER ACCEPTANCE LETTER & GUIDE

Included:

Overview

Dos and Don'ts Checklist

Job Offer Acceptance Letter Instructions

Sample Job Offer Acceptance Letter

1. Overview

You spend a lot of time looking for the right employment opportunities. You should contact the company you've chosen after you have made your decision to share the good news. A polite and considerate acceptance letter can start your employment relationship on the right foot. Use the enclosed letter and guidelines to inform an organization you will be accepting its offer and to confirm the general terms of your service.

If you follow the suggestions provided, you can show consideration for the company that selected you, establishing a tone of mutual respect from the start. A well-constructed acceptance letter will ensure that the terms of your employment are verified and you can focus on preparing yourself for the work to come.

2. Dos & Don'ts Checklist

Send an acceptance letter as soon as possible after your decision is made. Employers would not be recruiting if they were not actively seeking assistance. Give them the opportunity to prepare for your appointment and to reject other applicants. If your final decision has been made, try to contact employers within one or two weeks of your interview.

- ☐ Proofread your letter. Even though you already have the job, you still want to make a good impression on the company that you'll be working for in the near future. It's never too early to lay the foundation for a strong professional relationship.
- ☐ It's always a good idea to send an acceptance letter, even if you have already accepted the position over the phone. You can use the document to confirm in writing the details of your employment and can clear up any misunderstandings before they have a chance to develop.
- ☐ Your acceptance letter is not an employment contract. However, if disputes do arise over the terms of your service, a written record of agreed-on terms may prove useful in and out of court.

3. Job Offer Acceptance Letter Instructions

The following instructions will provide some information about the terms of your letter. Review the entire document before starting your revisions.

- Address the letter to the person who offered you the job.
- Even though it will likely already be on file with the company, include your contact information and phone number for convenience.
- As you revise the document, remember to keep the following order of paragraphs:
 - Paragraph 1: Accept the offer.
 - Paragraph 2: Restate the compensation package.
 - Paragraph 3: Talk again about your interest in the company and provide contact information.

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Form Sample

4. Sample Job Offer Acceptance Letter

[Date]
[Your Name]
[Address]
[City, State, Zip]

[Contact Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Contact Name]

I am pleased to accept your offer of employment as _____ with [Company Name]. I appreciate your consideration during the hiring process, and look forward to working with everyone at [Company Name].

[As we discussed on the phone] [As detailed in your letter], I will _____ and I am happy to accept the following:

Salary:
[Rate]