



ACCEPTANCE LETTER TEMPLATE

YOUR FULL ADDRESS

EMPLOYER'S FULL NAME
EMPLOYER'S ADDRESS

TODAY'S DATE

Dear (PERSON'S NAME OR DEAR SIR OR MADAM IF YOU ARE UNSURE)

RE: (name of position/vacancy- including vacancy number if applicable)

I am writing to thank you for the offer of the position of (position title) and to confirm my acceptance.

I understand that my start date will be (put the date in) and I enclose my signed contract (only relevant if they have sent you a contract to sign).

I very much look forward to working for your company and adding as much value as I can.

Yours sincerely (when you know the person's name, e.g. Dear Mr xxx).

Yours faithfully (when you don't know the person's name, i.e. Dear Sir/Madam).

Sign your name

Print your name, telephone number and email address