

Sample Accepting an Offer Letter

1234 Ledgewood Drive
Cincinnati, Ohio 45207
May 22, 2006

Mr. Jack Bryan
Director of Corporate Recruitment
Products Unlimited Corporation
5555 Commerce Lane
Anytown, Ohio 40000

Dear Mr. Bryan:

Thank you for the time you and Ms. Smith have invested while considering my qualifications for the position of staff accountant. From all that I have learned, I am convinced that employment with Products Unlimited is the right choice for me.

I am, therefore, pleased to accept your offer as an accountant in the finance department at the agreed upon salary of \$32,000 per year. I understand that joining your staff is contingent upon completion of my degree and a routine medical examination. I will report to work on June 1. Please advise me of any additional details that require my attention.

I am eager to begin what I consider a most challenging career.

Sincerely,

Jan Storey