

345 Main Street
West Chester, PA 19380

April 21, 2014

Ms. Jane Smith
Ajax Widgets Company
1223 Foster Ave.
Philadelphia, PA 19104

Dear Ms. Smith:

I am writing to confirm my acceptance of your employment offer on April 18, for the Social Media Coordinator position with a starting salary of \$39,000. I am delighted to be joining the Communications and Public Relations team at Ajax Widgets in Philadelphia. The position is exactly what I hoped to do to begin my career after graduating from West Chester University. I am confident that I can make a significant contribution to the company and I am grateful for the opportunity.

As we discussed, I will report to work at 8:00 a.m. on June 15, and I will have completed the medical examination and drug testing by the start date. In addition, I shall complete all of the employment, benefits, and insurance forms you send me for the new employee orientation.

I look forward to working with you and your team. I appreciate your confidence in me and I am happy to be joining your staff.

Sincerely,

Rammy W. Chester

Rammy W. Chester

Use this type of letter to accept a job offer, to confirm the terms of your employment (salary, starting date, medical examinations, and so forth). Typically an acceptance letter is written after you telephone the employer to discuss the details of the offer and terms of employment and to verbally accept the offer.