



# Sample Acceptance Letter Ready Reference ♦ F-10

College of Engineering, Architecture & Technology ♦ Career Services

## Letter of Acceptance

Use the heading from your resume for your contact information

Date

Ms. Jane Doe  
International Engineering Corporation  
1234 Industry Lane  
City, State Zip

Dear Ms. Doe:

I am writing to confirm my acceptance of your employment offer of April 1. I am delighted to be joining International Engineering Corporation as a Project Manager. The work is exactly what I have prepared for and hoped to do. I feel confident that I can make a significant contribution to the organization, and am grateful for the opportunity you have given me.

I understand that the yearly salary will start at \$52,000, and will include a \$3000 signing bonus and a company car, as well as the additional benefits outlined in our discussion. I will be moving into my apartment in City on May 1. If there are additional questions or paperwork, I can be reached at my school address and phone number until that date. I will report for work at 8:00 am on May 25, and will have completed the medical examination and drug testing by that date. Additionally, I shall complete all employment and insurance forms for the new employee orientation scheduled for May 26.

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

Sincerely,

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Oklahoma State University  
College of Engineering, Architecture & Technology  
Career Services Office ♦ 102 Engineering North ♦ Stillwater, OK 74078  
405.744.3920 ♦ [cathy.southwick@okstate.edu](mailto:cathy.southwick@okstate.edu)  
[www.hireOSUgrads.com](http://www.hireOSUgrads.com)

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