

# FORMAL LETTER SAMPLE

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager's Name]  
[Title]  
[Company Name]  
[Company Address]

Dear [Mr./Ms. Last Name of Hiring Manager],

I am writing to formally accept your offer for the [Job Title] position at [Company Name]. Thank you for your confidence in my qualifications. I accept the position as outlined in your offer letter dated [Offer Letter Date]. My annual salary will be [Salary Amount], effective as of [Start Date]. I will report to the [Reporting Manager's Title] and receive the full benefits package, including [list benefits such as healthcare, retirement contributions, vacation days].

I look forward to contributing to [specific project, responsibility, or goal mentioned in discussions]. Please let me know if you require any pre-employment documents before my start date.

Sincerely,  
[Your Full Name]

## EMAIL ACCEPTANCE TEMPLATE

Subject: Accepting Job Offer – [Your Full Name] – [Job Title]

Dear [Mr./Ms. Last Name of Hiring Manager],

Thank you for offering me the [Job Title] position at [Company Name]. I am pleased to accept your offer and look forward to joining the team on [Start Date].

As we discussed, my starting salary will be [Salary Amount] [annually/hourly], with [list key benefits, e.g., full benefits, healthcare, etc.] beginning on my start date. I'm excited to contribute to [specific project, team, or responsibility mentioned during the interview].

Please let me know the next steps for onboarding and any documents you need before my first day.

Best regards,

[Your Full Name]

[Your Phone Number]

[Your Email Address]

## CONDITIONAL JOB ACCEPTANCE

Subject: Conditional Job Offer Acceptance – [Your Full Name] – [Job Title]

Dear [Mr./Ms. Last Name of Hiring Manager],

Thank you for offering me the [Job Title] position at [Company Name]. I am pleased to accept the role, with the understanding that [specific condition, e.g., relocation support, visa sponsorship, or flexible start date] will be provided as discussed.

I look forward to joining the team on [Start Date] and contributing to [specific project or department].

Please let me know the next steps to finalize the necessary arrangements.

Best regards,

[Your Full Name]

## JOB ACCEPTANCE AFTER NEGOTIATION

Subject: Job Offer Acceptance – [Your Full Name] – [Job Title]

Dear [Mr./Ms. Last Name of Hiring Manager],

Thank you for revising the offer and providing clarity on the updated terms. I am pleased to formally accept the [Job Title] position at [Company Name], starting on [Start Date].

As agreed, my annual salary will be [Negotiated Salary], along with [list agreed-upon benefits, such as additional vacation, a signing bonus, or a flexible schedule].

I look forward to bringing my skills in [specific area] to support the team's goals.

Best regards,

[Your Full Name]

## REMOTE JOB ACCEPTANCE TEMPLATE

Subject: Accepting Remote Job Offer – [Your Full Name] – [Job Title]

Dear [Mr./Ms. Last Name of Hiring Manager],

Thank you for offering me the [Job Title] position at [Company Name]. I am pleased to accept and confirm that I will begin on [Start Date] in a remote capacity.

As agreed, my salary will be [Salary Amount] [annually/hourly], with [list benefits such as healthcare, retirement plan, vacation days]. I understand the role will be performed remotely from [Your Location], and I will follow the company's guidelines for communication and collaboration.

I am excited to contribute to [specific project, team, or responsibility] and look forward to working with the team virtually.

Please let me know if you need any documents or setup details before my start date.

Sincerely,

[Your Full Name]

# INTERNSHIP ACCEPTANCE TEMPLATE

Subject: Accepting Internship Offer – [Your Full Name] – [Internship Title]

Dear [Mr./Ms. Last Name of Hiring Manager],

Thank you for offering me the [Internship Title] position at [Company Name]. I am excited to accept and confirm that I will begin on [Start Date] for the [duration period, e.g., summer/semester/12-week] internship program.

As agreed, I will receive a stipend of [Stipend Amount] [per month/per week], and I understand that [list any benefits such as transportation reimbursement, learning stipend, meal allowances]. The internship will be [full-time/part-time] with a schedule of [days and hours, e.g., Monday-Friday, 9 AM-5 PM].

I am eager to gain hands-on experience in [specific department/area] and contribute to [specific project, team, or learning objective]. This opportunity aligns perfectly with my [academic major/career goals], and I look forward to learning from your experienced team.

Please let me know about the intern orientation program and any preparation materials I should review before my start date.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]

# ROLE SPECIFIC JOB ACCEPTANCE EXAMPLES

## JOB ACCEPTANCE EMAIL FOR TEACHING ROLE

Subject: Accepting Teaching Position - Jennifer Martinez - 3rd Grade Teacher

Dear Mr. Williams,

Thank you for offering me the 3rd Grade Teacher position at Riverside Elementary School. I am delighted to accept your offer and join your educational team on August 15, 2024.

As discussed, my starting salary will be \$48,000 annually with full benefits. I'm particularly excited about implementing the creative learning approaches we discussed and contributing to your school's literacy improvement goals.

Please let me know what classroom preparation materials I should review and any orientation sessions I need to attend before the school year begins.

Best regards,

Jennifer Martinez

(555) 234-5678

[j.martinez@email.com](mailto:j.martinez@email.com)

# JOB ACCEPTANCE EMAIL FOR ACCOUNTANT POSITION

Subject: Accepting Accountant Position - David Kim - Staff Accountant

Dear Ms. Thompson,

I am pleased to accept your offer for the Staff Accountant position at Morrison & Associates. Thank you for your confidence in my qualifications and for the thorough interview process.

I confirm my acceptance of the following terms:

- Position: Staff Accountant, Tax Department
- Annual salary: \$55,000
- Start date: March 1, 2024
- Reporting to: Senior Tax Manager

I look forward to applying my experience with QuickBooks and tax preparation software to support your clients' needs during the upcoming tax season.

Please advise on any pre-employment documentation required and the onboarding schedule.

Sincerely,

David Kim

(555) 345-6789 [david.kim@email.com](mailto:david.kim@email.com)



# JOB ACCEPTANCE EMAIL FOR HR POSITION

Subject: Accepting HR Position - Maria Rodriguez - HR Coordinator

Dear Mr. Johnson,

Thank you for extending the HR Coordinator offer at TechStart Solutions. I am thrilled to accept this opportunity and join your human resources team on February 20, 2024.

As confirmed, my starting salary is \$52,000 with comprehensive benefits including health insurance and 401(k) matching. I'm excited to contribute to your employee engagement initiatives and help streamline the recruitment processes we discussed.

I appreciate your team's collaborative approach to HR management and look forward to supporting TechStart's growth objectives.

Please let me know the next steps for completing my background check and any orientation materials I should review.

Best regards,

Maria Rodriguez

(555) 456-7890

[maria.rodriguez@email.com](mailto:maria.rodriguez@email.com)

# JOB ACCEPTANCE EMAIL FOR SALES EXECUTIVE POSITION

Subject: Accepting Sales Executive Position - Robert Chen - Regional Sales Executive

Dear Ms. Parker,

I am excited to formally accept the Regional Sales Executive position at Dynamic Solutions Inc. Thank you for the comprehensive interview process and for recognizing my potential to drive revenue growth in the Northeast territory.

I confirm acceptance of your offer with a base salary of \$65,000 plus commission structure as outlined. My start date of April 2, 2024 works perfectly with my current commitments.

I'm eager to leverage my B2B sales experience to exceed the quarterly targets we discussed and build strong relationships with your key accounts in the region.

Please send over any sales training materials or territory information I should familiarize myself with before starting.

Looking forward to contributing to the team's success,

Robert Chen

(555) 567-8901

[r.chen@email.com](mailto:r.chen@email.com)

# JOB ACCEPTANCE EMAIL FOR JUNIOR POSITION

Subject: Accepting Junior Developer Position - Emma Thompson - Junior Software Developer

Dear Mr. Davis,

Thank you for offering me the Junior Software Developer position at CodeCraft Technologies. I am delighted to accept your offer and begin my career with your development team on May 10, 2024.

As discussed, my starting salary will be \$45,000 annually with opportunities for growth and skills development. I'm particularly excited about working with the React framework and contributing to your mobile application projects.

I appreciate the mentorship program you described and look forward to learning from your senior developers while bringing fresh perspectives to the team.

Please let me know about any coding standards documentation or development environment setup I should complete before my first day.

Best regards,

Emma Thompson

(555) 678-9012

[emma.thompson@email.com](mailto:emma.thompson@email.com)