Sample Acceptance Letter

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July 27, 2011

Ms. Melissa Alexander, Ph.D.
Director of Human Resources
Washington County Public Schools
820 Commonwealth Avenue
Schooland, MD 21741

Dear Dr. Alexander:

I am writing to confirm my acceptance of your employment offer of July 21 and to express how delighted I am to be joining Washington County Public Schools. This opportunity is exactly what I have prepared and hoped to do. I am confident that I will make a significant contribution to the students, the community, and the school district, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 7:30 a.m. on August 25 and will have prepared lesson plans for the first two weeks of the school year. Additionally, I will complete all employment and insurance forms before the start of the school year.

I look forward to working with you and the faculty members at Washington County Schools. I appreciate your confidence in my abilities and am very happy to be joining your staff.

Please feel free to contact me if you have any questions or if there is anything else I need to complete before our agreed upon start date.

Sincerely,
Eric Williams
Eric Williams

Congratulations, you've got the job and you want to accept it! Below are some things to keep in mind when writing this letter…

You want this letter to….

- ✓ Provide the opportunity to confirm, accept, and reaffirm your employment decision
- ✓ Confirm logistics (start date, time, paperwork you'll need, etc.)
- ✓ Express appreciation and excitement for the opportunity