

Your Street Address
Your City, State, Zip
Date

Person's Name
Company Name
Company Address
City, State, Zip

Dear (*Mr./Ms. Person's Name*),

It is with great pleasure that I accept your offer to work for (*name of organization*) as a (*name of position*). As I mentioned during my interview, I feel very strongly that there is an excellent fit between my interests and skills and your needs.

As discussed, I will plan to begin my employment on (*start date*) at an annual salary of \$XX,XXX. In the meantime, if there is any paperwork that requires completion, please contact me at xxx-xxxx.

I look forward to working with you and other members of your staff and I appreciate the confidence that you have expressed in me.

Sincerely,

(*signature*)

Your Name