

TIPS

The Job Offer Acceptance Letter

Courtesy and protocol require that you respond in writing when accepting a job offer. In essence you are restating a verbal contract of employment and making sure that there are no misunderstandings on either your part or the employer's part concerning the agreement.

This letter should contain the following information:

First paragraph - Indicate that you are writing to accept a specific position. Identify the position by name to avoid any confusion.

Second paragraph - State the basic terms of employment including position title, salary, location, and starting date. It is especially important to stress any unusual or unique working conditions which were agreed upon.

Last paragraph - Express your sincere thanks for this excellent opportunity to join the firm/organization.