

How to write a letter to accept a job offer

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Accept a
job offer
Congratulations
on your new job! Now write the perfect acceptance letter.

An
acceptance letter provides proof of what you believe to be your terms of
employment before you actually begin work.

Although
you will often accept a job offer in person, it is a good gesture and a wise
practice to formalize it with a letter.

How to
write a letter to accept a job offer

1)
Begin your acceptance letter by
thanking whoever sent you the job offer, and then make it clear that you have
decided to accept it.

2)
Use your acceptance letter to
restate the basic terms of employment as you understand them, including hours
per week, salary, and benefits.

3)
Restate what instructions you were
given regarding such details as your starting date, work hours, appropriate
dress, and where you should park.

4)
Request clarification in your
acceptance letter of any terms of employment that were vague in the interview
or that concerned you afterwards.

5)
Express how much you look forward to
filling this new position and mention one or two aspects of the job you will
especially enjoy.

6)
Type your acceptance letter in block
or semi-block format, using three or four paragraphs, one page in length, and
sign it by hand.

7)

Make sure your acceptance letter is professional-looking; check it carefully for grammatical mistakes, typographical errors, and misspelled words.

Say,
"I accept" correctly or negotiate and ask for a better deal