



EXAMPLE

Job Acceptance Letter

Diane L. Smith

1234 Apple Road ▪ Pittsburgh, PA 15212 ▪ 412-677-2510 ▪ dsmith@andrew.cmu.edu

March 1, 2018

Mr. Jeff Sims
Marketing Director
XYZ Company
5100 Forbes Avenue
Pittsburgh, PA 15213

Dear Mr. Sims:

I am thrilled to formally accept your offer to serve as the Marketing Manager of **XYZ Company** beginning Monday, March 10, 2018. This role will prove to be an opportunity for personal and professional growth, and I look forward to helping your team elevate its brand across the Midwest.

As we discussed, I appreciate and accept your annual salary offer of \$40,000, in addition to the relocation stipend of \$1,000.

If there is anything else you need from me before I start, please don't hesitate to contact me. Thank you again for this offer, and I look forward to joining your team!

Sincerely,

Diane L. Smith