**Accepting an Offer letter**

Student Mailing Address

Date ……………………….

Contact's Name . ………………………

Contact's title …………………………..

Company ……………………….

Company's Mailing Address ……….

Dear (Mr. Ms. Interviewer Name),

Tell your contact that you are very pleased to accept his/her offer of (position) with (company). State that you look forward to making every effort to contribute to their company.

In the second paragraph, tell your contact that you accept the annual salary of $............... per year. State that you look forward to starting Work on (date).

In the final paragraph, tell your contact not to hesitate to contact you if he/she should require additional information. Again, thank your contact for his/her positive response to your candidacy.

Sincerely,

Your FullName

Email address