“Student Name

Full Address

Email Address

Date

Employer’s Name

Employer’s Title

Full Address

Dear [New employer],

As we discussed on the phone, I am very pleased to accept the position of [position title] with [organization]. Thank you for the opportunity. I am eager to make a positive contribution to the company and to work with everyone on the [organization name] team.

As we discussed, my starting salary will be $XX,000, with two (2) weeks’  vacation per year, and health and life insurance benefits being provided after XX days of employment.

I look forward to starting employment on July 1, 20XX. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you.

[Your name]”