**Sample Job Offer Acceptance Letter**

*Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email*

*Date  
  
Mrs Jane Brown  
Human Resources Manager  
Open Door Company  
Address  
City, State, Zip Code*

*Dear Mrs Brown*

*Thank you for offering me the position of Assistant Accountant with Open Door Company. I am pleased to accept this offer and look forward to starting employment with your company on July 3, 2017.*

*As we discussed my starting salary will be $40 000 and health and life insurance benefits will be provided after 60 days of employment.*

*Thank you again for giving me this wonderful opportunity. I am eager to join your team and make a positive contribution to the company.*

*If there is any further information or paperwork you need me to complete, please let me know and I will arrange it as soon as possible.*

*Sincerely,*

*Your signature*Typed name