

**Letter of Acceptance**

**(Use the same letterhead & contact information found on all correspondence & résumé.)**

Date

Ms. Jane Doe  
Pharmaceuticals, Inc.  
1234 Industry Lane  
City, State Zip Code

Dear Ms. Doe:

This letter is written to confirm my acceptance of your April 1 employer offer. What a pleasure to be joining Pharmaceuticals, Inc. as an Area Sales Representative. This work is exactly what I have prepared and hoped to do. You can be confident that I will make every effort to significantly contribute to the organization and am grateful for the opportunity you have given me.

I understand that the yearly salary will start at \$52,000 and will include a \$3,000 signing bonus, a company car, and additional benefits outlined in our discussion. I will be moving into my apartment in City the first week of May. If there are additional questions or paperwork, please feel free to use my school address and phone number until that time. I will report for work at 8:00 a.m. on May 25, and will have completed the medical examination and drug testing by that date. Additionally, I shall complete all employment and insurance form for the May new employee orientation.

Thank you for your vote of confidence. I look forward to joining the team of Pharmaceuticals and proving to you that hiring me was the best decision you could have made.

Sincerely,

(Your Signature)

Stacy Student