Read this summary, prepare & complete the letter and then delete the summary. Then save this file as **62 Acceptance Letter Mail Merge**

Writing an acceptance letter is a good policy for any job seeker who's decided to take a job offer. For one thing, it reinforces your professional approach. It also gives you the chance to document a few key things about your new job, such as your title, supervisor, salary and benefits. In the vast majority of cases, you'll never need to rely on this documentation. On the other hand, it can't hurt to be extra cautious when embarking on a new position with a new company. Keep the acceptance letter upbeat, professional and brief.        
  
Here's a sample you can tailor to your situation:  
  
[Date]  
  
[Mr./Ms. Full name]  
[Title]  
[Employer name]  
[Employer street address]  
[City, state zip code]  
  
Dear [Mr./Ms. Name]:  
  
It is with great pleasure that I accept your offer to join [employer name] as a [position title] under [supervisor name]. The goals you outlined for the position are well-matched to my abilities, and I consider it a privilege to join your team.  
  
As we discussed, my annual salary will be [salary], and medical benefits will commence after 30 days of employment.  
  
[Mr./Ms. last name], thank you for making the interview process enjoyable. I look forward to working with you and the [employer name] team. I will report to work on [date]. In the meantime, feel free to call me at (555) 555-5555.  
  
Sincerely,  
  
  
  
[Your name]

[Your Address]