

## Sample Acceptance Letter

The acceptance letter is designed to officially and professionally accept the job offer and also provide an opportunity to clarify responsibilities and expectations. Wording should be thought out and planned carefully. This letter should be addressed to a specific person, avoid using “To whom it may concern.” If need be, contact the organization and ask for assistance. This letter should be brief and include:

- 1) Thanking the organization for offering you the position
- 2) You can mention relevant skills and abilities that you will bring to the organization
- 3) Clarify responsibilities and/or expectations that you will have through this position
- 4) You look forward to beginning this new position
- 5) The letter should be personally signed at the bottom

### *Sample Letter –*

1012 My Street  
Winona, MN 55987  
(123)456.7890  
[WWarrior@winona.edu](mailto:WWarrior@winona.edu)

May 18, 20xx

Jennifer Jacobs  
Walker Art Museum  
1750 Hennepin Ave.  
Minneapolis, MN 55403

Dear Ms. Jacobs:

I was thrilled to receive your offer of employment for the Art Director position and I am happy to accept the terms you outlined in your letter (3 year, limited-term at \$70,000 annually).

The position at the Walker Art Museum will allow me to use my creative abilities along with my administration skills to accomplish the goals set out during the interview process.

I will report to your main office for training at 8:00 a.m. on Monday, June 2 as we discussed. I look forward to being a part of the Walker Art Museum and am excited to begin my new position and make a positive contribution to your team.

Thank you.

Sincerely,  
*Your signature*  
Wazoo Warrior