

ACCEPTANCE LETTER SAMPLE

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555Happy Trails Lane
Louisville, KY 55555

August 1, 2024

Mr. John Richards
Senior Vice President
Technical Industries, Ltd.
P.O. Box 555
Louisville, KY 55555

Dear Mr. Richards:

I am writing to confirm my acceptance of your job offer as an Administrative Assistant on August 1, 2024 and to tell you how excited I am to be joining Technical Industries, Ltd. I feel confident that I can make a significant contribution to the company, and I am very grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00am on Thursday, August 15, 2024 as an Administrative Assistant with the annual starting salary of \$38,000. Please respond to confirm this information at your earliest convenience.

Thank you for the confidence that you have expressed in me. I look forward to a long and productive career at Technical Industries, Ltd.

Sincerely,

Jasmine Sample

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