



Acceptance Letter Sample

Paul Smith

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October 5, 2005

Mr. John Williams
Assistant Vice President, Human Resources
ABC Corporation
12345 Center Park Circle
Irvine, CA 90000

Dear Mr. Williams:

I am pleased to accept your offer of employment as a Marketing Supervisor with ABC Corporation, with a starting salary of \$75,000.00 per year. I understand that bonuses will be paid quarterly based upon my performance. It is also my understanding that my benefits package will include a choice of medical, dental, and vision insurance and that I will be eligible for your 401(k) plan 90 days after hire.

Per our phone conversation, I understand that you will revise my starting date to October 1st to allow me to finish some projects with my current employer. I appreciate your willingness to adjust to this date.

On October 1st, I will report to Ms. Cynthia Stone in Building 32 for my orientation.

I look forward to this exciting opportunity with ABC Corporation.

Sincerely,

Paul Smith