



## Acceptance Letter Guidelines

When you receive a written offer, it is a courtesy to let the prospective employer know your final decision in writing. In addition, it allows you the opportunity to confirm your understanding of the terms of employment in writing. To initially accept an offer and later decline reflects badly on you as well as on the university. Include in your acceptance letter the following:

- Your understanding of the terms of employment and any other arrangements (relocation, expenses, incentive plans, salary, start date, etc.) This should have been included in your written offer. Include anything you have specifically negotiated (e.g., extra days off, early vacation allowance).
- A thank you for the offer

**First Paragraph (Enthusiastic Yes)**- Let them know you are happy and are accepting the offer. Be sure to include the title of position offered.

**Second Paragraph (Terms of Agreement)**- Clarify the terms as you negotiated and understand them to be...Salary, start date, benefits, etc.

**Closing Paragraph (Thank You)**- Thank the employer for the opportunity, and that you look forward to beginning your new position.