

SAMPLE LETTER OF ACCEPTANCE

November 10, 20XX

Ms. Beverly Long
Director, Human Resources
Taxes 'R Fun Accounting Firm
2121 Vermont Avenue
Washington, DC 20036

- Accept an offer of employment both verbally and in writing.
- Reconfirm the start date.
- Once you accept an offer, you should withdraw from all other interviews since you are no longer available for employment.

Dear Ms. Long:

I am happy to accept your offer to join the Taxes 'R Fun Accounting Firm in the audit department.

I appreciate your assistance with my relocation questions. Your help will make my move and transition to the Washington D.C. area a smooth one.

As we discussed, I will report to the office on Monday, August 1. I look forward to making a positive contribution to the audit department at Taxes 'R Fun.

Sincerely,

Peter Richmond

Peter Richmond
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Kutztown, PA 19530
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