

The Acceptance Letter, Dissected (in 5 Steps)

1. Why write an acceptance of offer letter?

When you are accepting a position, it is appropriate to send an acceptance of offer letter to professionally 'close the loop'. It acknowledges that you received the employer's offer and accept the conditions of employment. It also verifies that you have the same understanding of the offer as the employer.

2. When do I send an acceptance of offer letter?

After you receive a written offer letter, which spells out the details of the offer (salary, benefits, start date. Etc.)

Often, the timeline in the hiring process is:

1. You, the candidate, and the employer interview in person.
2. The employer phones you with a verbal offer.
3. During that same call, you thank employer for their offer, and request written summary/offer letter of what was verbally offered. It is also possible that you negotiate at this point. Finally, ask for 24-48 hours to consider/review their offer.
4. During follow up phone call, initiated by you, you verbally accept offer.
5. Employer sends written offer letter within a few days, with compensation info, start date, etc.
6. **You, the candidate, respond with a written acceptance of offer letter to employer.**

3. Do I always have to write an acceptance letter?

No. Sometimes the employer will have you sign a document that they generated. But if not, after you receive the offer letter, send an acceptance letter in response.

January 2, 0000

Ella Fitzgerald
123 Kaiser Road
San Francisco, CA 00000

Dear Dr. Fitzgerald,

It is my great pleasure to accept your offer of employment as a Physical Therapist at Kaiser San Francisco. I am thrilled to become part of such a committed and caring team.

As we agreed, I will begin working full time on January 24, 0000, for an annual salary of \$00,000.

Please do not hesitate to contact me at (111) 222.3333, or via email at Holidayb@email.edu if you need any additional information from me. I look forward to seeing you at the end of the month.

Be well,
Billie Holiday

4. What is the format?

A acceptance of offer letter is often 4-8 sentences long. In the document, you:

1. **Accept their job offer**
2. **Share your enthusiasm for position**
3. **Summarize your understanding of the agreement.**
4. **Close with contact information in case the need additional information**

5. Should I send my letter by email or via the post office?

Either is appropriate. The main goal is that you have a copy.

Have questions? Schedule an appointment at the OCPD at 415.476.4986. We book 2-3 weeks in advance.