

# Sample letter/email accepting a job offer

Confirm and acknowledge the terms agreed upon, including the position title and start date.

*Dear Ms. Smith*

*Re: Offer of employment*

*I am writing to thank you for your offer of employment as Chemical Engineer at XYZ Organisation and confirm I am delighted to accept your offer. As requested, please find enclosed a signed copy of the employment contract.*

*As we discussed, I will report to your office on June 25, 2016.*

*I look forward to joining the team and contributing to the Chemical Engineering team and XYZ.*

*Sincerely,*

*Allison Brown*