

Your Address
City, State, Zip
Date

Name, Position
Company
Address
City, State, Zip

Dear _____:

I am writing to confirm my acceptance of your employment offer of April 20 and to tell you how delighted I am to be joining Date International in Northbrook. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 a.m. on July1 and will have completed the medical examination drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Your signed name

Your typed name