

**SAMPLE EMPLOYMENT ACCEPTANCE LETTER**

Date

Name  
Address  
City, State, Zip

Dear (first name):

On the recommendation of the search committee, I would like to formally offer you the position of (position title) for (hiring entity). I am pleased that you have already verbally accepted the position and am anxious for you to begin.

This will be a (full/part-time), (exempt/non-exempt) position and will have a beginning salary of \$\_\_\_\_\_ per year. In addition, you will also be eligible for employee benefits as outlined in the employee benefit memorandum. I am also enclosing a copy of our Employee Handbook and I would encourage you to become familiar with the various personnel policies as well.

On your first day, (beginning date of employment), I would appreciate your reporting to (supervisor's name). He/she will introduce you to the other employees and get you started. In addition, he/she will introduce you to our (secretary/business manager/etc.) who will help you prepare all the necessary employment paperwork.

Thank you for your interest in (name of hiring entity) and for accepting the (position title) position for our (name of program) program. We are all anxious for the program to mature under your leadership and look forward to working with you in the days to come.

Sincerely,

Employer Name  
Title