

**Acceptance of Position** - *The candidate accepts the position and reiterates the job title and salary she has been offered. This is particularly helpful if the employer has not confirmed the job offer in writing. It also indicates that the candidate is thorough. This letter is in full-block format.*

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89 Arthur's Blvd.  
Poughkeepsie, NY 12602  
March 22, 2018

Edward Anderson  
Director of Human Resources  
Extron Corporation  
118 Courtyard Plaza  
Arlington, VA 08954

Dear Mr. Anderson:

Thank you for offering me the position of Sales Representative at Extron Corporation at a salary of \$30,000 per year plus commission. I am delighted to accept the offer and excited at the prospect of joining such a fine firm.

This letter is to confirm the starting date we discussed as March 1, 2018. I will report at 8:30 a.m. to your office. I understand that I will be employed provisionally for six months pending the results of my first performance appraisal.

Thank you for your offer to take me to lunch on my first day along with some of the other sales representatives. I am looking forward to meeting them.

If there is any additional paperwork you require, please do not hesitate to contact me. Once again, thank you for this vote of confidence in my skills and abilities!

Sincerely,

Carolyn Vandergeld