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advice women can trust
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Sender's Name
Address
City, Street Zip code

Date

Recipient's Name
Job Title
Company
Address
City, Street Zip code

[Mr./Ms.] [Last name]:

Thank you for offering me the opportunity to work with [insert company name] as a [insert job title] at the [insert name of location] location. Please accept this letter as my formal acceptance of the position at the salary of [insert amount], as we discussed in our telephone conversation on [insert date].

Per this conversation, I am aware that there is a [insert number of days] day trial period, during which time I will receive training and be evaluated closely by my supervisor, and that I will become eligible for [specify benefits, such as group health insurance, dental insurance, paid time off, etc.] upon successful completion of the trial period.

As we agreed, my first day of work will be [insert date]. I will report to [insert address] on this date at [insert time]. I will bring the documentation necessary to complete my work authorization and payroll set-up at that time. If there is anything I can do in advance of my start date, please let me know. You may reach me at [insert phone number] or [insert email address].

Again, I really appreciate the opportunity to join the [insert company name] team, and I am eagerly anticipating my new position with the company. I look forward to seeing you on [insert start date].

Sincerely,

[Insert your name]