**Sample-Acceptance Letter**

1507 North Lake Shore Drive  
Chicago, IL 60606   
  
April 24, 2016   
  
Mr. Jack Wisniewski, Division Manager  
Data International Corporation  
1212 Corporation Lane  
Northbrook, IL 60022   
  
Dear Mr. Wisniewski:   
  
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 Data 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 a.m. on July 1, and will have completed the medical examination and 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,   
  
Audra Nappi