**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