

EMPLOYMENT ACCEPTANCE LETTER

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Introduction

An employment acceptance letter is a letter written by a company to an individual who had applied for a position in their company and has successfully got the job. Employment acceptance letters are written by the company to the individual, whereas job acceptance letters are from the individual to the company.

An employment acceptance letter expresses congratulations to the individual, and is respectful of his credentials and qualifications. Employment letters are generally short letters that may include some important details that the individual has to know about the job.

Employment Acceptance Letter Tips

Some tips to write a good employment acceptance letter:

- Always congratulate the individual on his achievement. Employment acceptance letters are a lot like college acceptance letters; they too offer encouragement and approval and the green signal to go ahead with one's plans. Make sure the encouraging tone is expressed through the letter.
- Keep the letter short and concise. Don't forget to mention any important details. Voice your expectations about the individual's performance. Make it clear to him that he's going to have to work hard and work earnest.

Sample Employment Acceptance Letter

From,

Date-

To,

Subject: Employment acceptance letter

Dear Mr./Ms. _____

We are extremely pleased to inform you that your application filed on the 19th of July as well your subsequent interview you gave have both convinced us that you are the best candidate for this job. We are therefore writing you this letter to offer you the position of Customer Sales Executive in our department store. We are proud to offer you this position of responsibility and we hope you will accept and become a part of our ever-increasing and ever-diverse family.

Your interview has impressed our recruitment committee greatly and we sincerely believe you could ascend the hierarchy very soon if you work hard enough. We are therefore offering you a chance to hone your potential and gain some real experience in the real world. There will be hard work and responsibility involved. We're sure you'll be able to execute it properly.

We congratulate you on your selection. We hope you will accept our offer.

Regards,

_____ [Name and designation]

Employment Acceptance Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Acceptance of the Employment Letter

Dear _____(Sir or Madam),

Thank you for sending me the formal job offer. I have read through it carefully and signed the letter, retaining one copy of the same with me as suggested.

I am excited to join _____ (What is the Name of the Company) and thank you again for giving me an opportunity to join your team as directed on _____(What is the Joining Date).

I will do by best and contribute to the company from the day I join. I am looking forward to a long and productive career with your esteem organization.

Please call me if you need any additional information from me.

Thanking You

Yours truly,

Name and Signature

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