

# ***Crossing The Finish Line***

*Writing a Job Acceptance Letter*

# *Letter Content*

You won the race! You have the job of your dreams! Now it's time to write the Job Acceptance Letter.

## **Topics Covered:**

- Purpose of the Letter
- What to Include
- Specifics
- Format
- Tone

# *The Purpose*

## The Job Acceptance Letter:

- **Accepts** a job offer
- **Briefly reaffirms** the offer in order to complete the legal contract between you and the firms
- May request **clarification**

# *What to Include*

## The Letter Should:

- Express **appreciation** for the offer
- State your **acceptance**
- Briefly **reaffirm employment conditions**
- Seek any **needed instructions** based on employment or notices

# *What to Include (cont.)*

## 1. Appreciation for the Offer

- Placement: First Paragraph
- Be appreciative and sincere
- Reaffirm Offer: Clearly restate the job offer you received.

Example: “Thank you for offering me a Sales Associate Position at Denmark Inc.”

# *What to Include (cont. 2)*

## **2. Statement of Acceptance**

- Placement: Follows the “Appreciation for the Offer” in the First Paragraph
- Clearly states that you accept the position that was offered to you

Example: “I am pleased to accept the position...”

# *What to Include (cont. 3)*

## **3. Reaffirmation of Employment Conditions**

- Placement: Within the body of the letter, in the paragraphs following the first paragraph
- Restate the conditions of your employment which should have been pre-determined and accepted by both parties.
- This is not the time to include critical items or concerns you have. *It is recommended to address any questions or issues you may have, prior to accepting a position.*

# *What to Include (cont. 4)*

## Can I still negotiate job conditions in my acceptance letter?

- Any issues or job details that may be negotiable, should *not* be addressed for the first time in the acceptance letter.
- When accepting, the applicant should have a *complete understanding* of the position and related details.
- It is not appropriate to address serious issues or concerns after accepting; questions or concerns should be *discussed before you accept* an offer.

# *What to Include (cont. 6)*

## 4. Seek Needed Instruction or information Based on Employment or Notices

- Placement: After the “Reaffirmation of Conditions” and before closing
- Possible information to request:
  - Starting date of employment
  - Where to go?
  - Whom to Contact?

Example. “I would like to confirm a start date of September 1<sup>st</sup> at 8am.”

# *Tone*

## The Tone of your Letter:

- Tone: a **writer's attitude** toward the reader and the subject of the message
- Your tone **affects the way the message is conveyed** and how effectively the reader will understand and act upon your writing.

# *Tone (cont.)*

What kind of “tone” should I use?

- Write **confidently**, not arrogantly
- Be **courteous** and **sincere**
- Use **nondiscriminatory language**
- Stress the **“You” Attitude**
- Utilize an **appropriate level of difficulty**

# *Tone (cont. 2)*

## 1. Writing with Confidence

- An employer will welcome a confident attitude and a self-assured personality
- However, an over-confident attitude may come across as arrogant or presumptuous

Not: “I am a valuable addition to your team and will meet and surpass your expectations.”

Instead: “I look forward to joining your team and striving to meet and surpass job expectations.”

# *Tone (cont. 3)*

## 2. Courteous & Sincere

- Show your appreciation for the offer sincerely

Not: “You are truly wonderful for offering me such a prestigious position.”

Instead: “Thank you for offering me a Sales Representative position.”

# *Tone (cont. 4)*

## 3. Use Nondiscriminatory Language

- **Never** use language or convey messages that discriminate against any group or individual.
- It is unprofessional to exhibit prejudicial behavior or to stereotype individuals.

# *Tone (cont. 5)*

## 4. Stress the “You” Attitude

- Emphasize employer and company interests rather than your interests as the writer/future employee.

Not: “I hope to gain valuable experience as a Sales Representative at Forest Foods International.”

Instead: “As a Sales Representative, my objective is to maximize client relations.”

# *Tone (cont. 6)*

## 5. Utilize appropriate language

- The text and message of your letter should match your audience's needs and expectations

*An acceptance for an internship in Aviation Administration:*

Not: “I look forward to learning about airplanes.”

Instead: “I look forward to learning about the manufacturing of aircraft and engines, while working with marketing divisions of various airlines.”

# *Format*

## **Block Form:**

1 inch margins

## **Fonts:** (Size 12)

Times New Roman

Helvetica

Arial

Garamond

## **Components:**

Personal Address

Recipient Address

Salutation

Body

Closing

Signature

Notations

# Letter Model

Date

First and Last Name

Their position/title

Company Name

Address

Address

City, State, Zip Code

Dear Ms./Mr./Dr. Last Name:

The first paragraph of your job acceptance letter should contain your appreciation for the offer. This will reaffirm the offer. In addition, include a statement of acceptance that clearly states that you accept the position. Reiterate the position/job title/responsibilities at \_\_\_\_\_ company, and on what basis: Full-time, Internship, Part-Time, Semester Basis, etc...

In the body paragraph, include a reaffirmation of employment conditions. In other words, you are restating the conditions of your employment. This is not the time to include critical items or concerns you have. It is recommended to address any questions or issues you may have, prior to accepting a position.

In addition, in the body paragraphs request instructions based on your employment. If necessary, ask when you will begin employment, if there is any additional information needed, or if you need any new contact information. This is part of the preparation for your employment, it shows that you are organized and detailed-oriented.

Your conclusion should briefly thank your employer again for the offer. Show your excitement and interest to begin a new job with their company.

Sincerely,

Your Signature (handwritten)

Your First and Last Name (typed)

# *Thank You*

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