Acceptance of Employment Offer

Candidates: replace each [Placeholder] and send by email or upload through the employer's signing link. HR: use the acceptance form at the end if the candidate accepts verbally or by a short email and you need the terms confirmed on one page.

HEADER

[Your Full Name]
[Your Address]
[Your Phone] | [Your Email]

[Date]

[Hiring Manager or Recruiter Name]
[Title]
[Company Name]
[Company Address]

FORMAL ACCEPTANCE LETTER

Dear [Mr./Ms./Mx. Last Name or First Name],

Thank you for offering me the position of [Job Title] with [Company Name]. I am writing to formally accept the offer as set out in your letter dated [Offer Letter Date].

As I understand the terms:

- Position: [Job Title], reporting to [Manager Name]
- Compensation: [$Annual Salary per year / $Hourly Rate per hour], [plus sign-on bonus of $Amount, if any]
- Schedule and location: [Full-time, Monday to Friday, on site at Location / remote / hybrid]
- Start date: [Start Date]
- Conditions: [e.g. completion of background check and drug screen / none]

I have signed and returned the offer letter and the [background check authorization / confidentiality agreement / other documents] as requested. Please let me know if anything else is needed from me before my first day, including any new-hire forms or documents for Form I-9.

I appreciate the time you and the team spent with me during the interview process, and I am looking forward to joining [Team / Department Name] on [Start Date].

Sincerely,

[Your Signature]
[Your Full Name]

SHORT ACCEPTANCE EMAIL

Subject: Offer acceptance: [Your Name], [Job Title]

Hi [Recruiter First Name],

Thank you for the offer. I'm happy to accept the [Job Title] position at [Company Name] at [salary or hourly rate], starting [Start Date]. I've signed and returned the offer letter through the link you sent.

Please let me know what you need from me before day one and who I should contact with onboarding questions.

Thanks again,
[Your Name]
[Phone]

ACCEPTANCE WITH A CONFIRMED CHANGE

Dear [Name],

Thank you for the updated offer for the [Job Title] position. I accept the offer with the change we agreed on [Date of Call]: [describe the change, e.g. a start date of March 16 instead of March 2 / a base salary of $Amount]. All other terms are as stated in the offer letter dated [Offer Letter Date].

I would be grateful if you could send a revised offer letter reflecting this change for my signature.

Sincerely,
[Your Name]

HR OFFER ACCEPTANCE FORM

Candidate full legal name

Job title

Requisition number

Hiring manager

Compensation accepted

FLSA classification

☐ Exempt ☐ Non-exempt

Employment type

☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

Confirmed start date

Work location / remote state

Outstanding conditions

☐ None ☐ Background check ☐ Drug screen ☐ License verification
☐ Multiple (list in notes)

Changes from original offer, if any

Acceptance received via

☐ E-signature on offer letter ☐ Signed acceptance letter ☐ Email

☐ Verbal (confirmed in writing below)

☐ I accept the offer of employment on the terms above

Candidate signature

Date

Date

Recruiter / HR signature

Date

Date