

ACCEPTANCE LETTER – EXAMPLE

Helen Murphy
22 Smith Street
HIGHGATE HILL QLD 4078

4 November 1999

Mr John Doe
The Manager
New Company Pty Ltd
Level 5, 1 New Street
Victoria Park Qld 4134

Dear Mr John,

It is with great honour and pleasure that I accept your recent offer of employment. New Company is an exciting company in an exciting field. I believe that working at New Company is a unique opportunity that will contribute significantly to my professional growth and development. Likewise, I intend to contribute to the success of New Company.

As formerly agreed upon, I will report to work on Friday 8th December, 1999. I am looking forward to a mutually beneficial and rewarding experience.

Yours sincerely

H Murphy
Helen Murphy