

**GETTING  
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*presents*

# TEMPLATE FOR AN ACCEPTANCE EMAIL

You did it! You aced the interviews, dazzled the hiring manager, and were offered the job. Congratulations, your hard work has paid off, and now it's time to accept. Copy the template, change the bolded text, and you're ready to hit send!

## TEMPLATE:

Ms./Mr. **(Last Name of the Person Who Sent the Offer)**,

Thank you for offering me this exciting opportunity!

I am happy to formally accept the position of **(job title)** with **(organization name)**. I look forward to joining the team.

Please let me know if there's any paperwork that needs to be filled out before my start date of **(start date)**.

Again, thank you so much for the wonderful opportunity.

Sincerely,

**(Your Name)**

**(Your Phone Number)**

**(Your Email Address)**