

**MODEL ACCEPTANCE LETTER**  
(DO NOT COPY SENTENCES VERBATIM)

Your Present Address  
City, State, Zip Code

Date of Writing

FirstName M.I. LastName, Esq. (if an attorney)  
Title (if known, such as Hiring Attorney, Recruiting Coordinator, Managing Partner)  
Firm/Company/Organization/Court  
Street Address  
City, State, Zip Code

Dear Mr. (or Ms., or Judge, or Dr.) LastName: (used for all salutations)

**First Paragraph.** Thank the person for their offer of employment and indicate your acceptance of the offer.

**Second Paragraph.** Tell them how honored you were to be chosen for the position and how easy your decision was. Restate the terms of your acceptance (start date, salary, benefits, any other stipulations).

**Final Paragraph.** Tell them how eager or excited you are about working for/with them. Thank them for their time and conclude.

Sincerely,  
("Respectfully," if to a judge)

Your Signature

Type Your Name