

OFFER LETTER FORMAT
Accepting Offer

www.citadel.edu/career_services/Interviewing.htm

The Citadel
THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER



Header from Your Resume

Interviewer's Name
Title
Company Name
Mailing Address
City, State, Zip Code

Dear _____:

First Paragraph. Thank the employer for considering you for a position with their company. Refer to the company's name and indicate the position title. If anyone especially impressed you or assisted you during the interview process from the company, mention the person's name and indicate how he/she aided you. Include specific information about the company from the interview process that helped in making your decision to accept the offer.

Second Paragraph. State your acceptance of the offer and restate all the particulars included in your offer. Include your job title, location, starting date, salary, benefits, and any other information (i.e. relocation assistance, etc.).

Third Paragraph. Reaffirm your interest in the position and company, as well as your willingness to start.

Sincerely,

Your signature.

Your typed name.

Phone Number