

Margins should be set at one inch.

Return Address
City, State Zip
Date of letter

4 line spaces between date and employer's name.

Mr./Ms. John/Jane Employer
Title of Person
Name of Organization
Address
City, State Zip

Dear Mr./Ms. Employer:

FIRST PARAGRAPH: Inform the employer that you accept their offer. You may want to mention the position title that you are accepting to verify you have all the correct information. Confirm that salary as you believe it to be. Mention the date you understand your employment is to begin.

1 line space between paragraphs

SECOND PARAGRAPH: Outline the employment parameters as you understand them including compensation for moving. If specific information regarding your employment was explained in the offer you received, be sure to repeat this information to insure that you have a complete understanding.

THIRD PARAGRAPH: Close your letter. Express your appreciation for the offer and thank them for the opportunity. State your enthusiasm about becoming part of their team.

Sincerely,

Your Name

3 line spaces after closing.
Remember to sign your name in the space, preferably with black ink.