

# Accepting the Offer Letter Sample

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P.O. Box 215  
Penn State Behrend  
5091 Station Road  
Erie, PA 16563

November 2, 2016

Ms. Amy Swanson  
Director of Personnel  
FedEx  
277 Bank Avenue  
Memphis, TN 40506

Dear Ms. Swanson:

I am pleased to accept FedEx's offer of a position as a Business Analyst III at a salary<sup>1</sup> of \$3,413 per month. I look forward to the opportunities that FedEx provides and will make every effort to fulfill your expectations. It will be a pleasure to work with FedEx in Memphis. As discussed, my start date is flexible. I would prefer to begin in late June, provided this is convenient for FedEx.

<sup>2</sup>I understand that the relocation package includes a third-party mover or U-Haul, an apartment-hunting trip, and the option to utilize long-term storage if I am unable to locate a suitable apartment. <sup>3</sup>I find this offer quite generous and I will try to minimize these costs in any way that I can.

Please feel free to contact me if I can provide you with any additional information. I may be reached at 814-555-0000. I am eagerly anticipating this position and want to thank you for placing your confidence in me.

Sincerely,

Tamara K. Dobbins

The important points of the letter:

<sup>1</sup>confirm the salary in your acceptance.

<sup>2</sup>Confirm any unique details off the offer, such as moving expenses or a signing bonus.

<sup>3</sup>Express your gratitude