

Power Phrases

Consider using adaptations of these key phrases in your acceptance letters.

I am delighted to accept _____'s generous offer to become their _____. All of the terms in your letter of October 13th are amenable to me.

My resignation was submitted to the appropriate managers at _____ this morning, but we are still working out the terms of my departure.

I am eagerly anticipating starting my new position, particularly at a firm with _____'s reputation. During the interim, I will stay in direct contact with _____ to assure a smooth initiation at _____. Thank you again for this opportunity.

We are still working out the terms of my departure from _____, but it is safe to say that I will report to _____ no later than November —th. It should be possible to confirm a starting date early tomorrow morning. I will telephone you directly when my erstwhile managers and I have a departure schedule completed.

_____ has scheduled my pre-employment physical for _____, and I do not expect any problems to arise. I have found several possible housing alternatives that I will be investigating and I do not expect any problems here, either.

I appreciate the confidence you demonstrated by selecting me to be _____

I am confident that you made an excellent choice.

I feel that I can achieve excellent results for your firm, and I am looking forward to working with you. I am also anxious to get to know you and your corporation better.

This letter will serve as my formal acceptance of your offer to join _____. I understand and accept the conditions of employment that you explained in your recent letter.

I will contact your personnel department this week to request any paperwork I might complete for their records prior to my starting date. Also, I will schedule a physical examination for insurance purposes. I would appreciate your forwarding any reading material you feel might hasten my initiation into the affairs of _____

Yesterday I tendered my resignation at _____ and worked out a mutually acceptable notice time of four weeks, which should allow me ample time to finalize my business and personal affairs here, relocate my family, and be ready for work at _____ on schedule.

You, your board, and your staff have been most professional and helpful throughout this hiring process. I anxiously anticipate joining the _____ team and look forward to many new challenges. Thank you for your confidence and support.

I look forward to making a contribution as part of your team.

I look forward to the challenges and responsibility of working in this position.