

Letter of Job Acceptance

For this exploration activity, you are responsible for writing a letter of job acceptance. Imagine that you were just offered your dream job. Now, you need to write a letter stating that you accept the position. Your letter of acceptance must be typed and should reflect the content areas that were discussed in this week's audio lecture.

Your letter of acceptance should include the following:

- Heading
- Date of letter
- Receiver's information
- Introductory paragraph
- Closing paragraph
- Closing
- Signature
- Your typed name

Follow these requirements when formatting your letter.

- Typed Microsoft Word document
- Font size should be between 10 and 12
- Font theme should be professional
- No typing, spelling, or grammar errors