**When should I write an acceptance letter?**

Acceptance letters are written in the following situations:

* To accept a formal or informal invitation to a social or private event
* To accept a job offer
* To accept a resignation
* To accept or decline a gift
* To accept an assignment or something similar
* To accept an honour or award

**How to write an acceptance letter:**

You are accepting a job, a promotion or a gift. So be gracious. The acceptance letter should convey your gratitude. Thank the person or the organization in the beginning of the letter itself. State how happy or grateful you are about accepting the offer. You may also want to thank those people who have helped you.

If you are accepting a job offer or some other assignment, formally restate the terms as you understand them. For example, you can write about your joining date, your expectations regarding the job and the rate of compensation. By restating these terms you are giving the other person a chance to review them and this will help prevent several misunderstandings from arising in future.

In your letter be enthusiastic about the job or assignment if you are accepting one. While accepting a resignation, try to keep the tone of the letter positive. Don’t make remarks that would prompt the other person to take legal action against you. Also don’t rule out the possibility of working with him or her again.

If you are accepting an invitation to an event thank the person for the invitation. You may also want to clarify details about the event – date or time, location and dress code.

At the end of the letter restate your appreciation for being offered the job, gift etc.

**What if you must decline to accept an offer?**

You will not be able to accept every job or invitation. Sometimes you may want to decline an offer. In your letter thank the person for the invitation or offer. State clearly that you are not able to accept the offer. You may also want to express why you are unable to accept the offer. Close the letter by restating your appreciation for the person’s consideration.

Once you have finished writing, read the letter and carefully check for errors. Make sure that your acceptance letter is well-worded and free of grammatical or spelling errors.