

XXX Any Road  
City, State Zip Code  
first.last@aya.yale.edu  
555- 555 - XXXX

March 22, 20XX

Mr./Ms. Name of Person to Whom You are Writing  
Job Title  
Organization Name  
Street Address  
City, State Zip Code

Dear Mr./Ms. Last Name [*Write the full name if you are unsure about gender*]:

It is with great pleasure that I accept the position of Production Analyst. I am confident that I will make a valuable contribution to the production group at Organization Name.

As we discussed on Friday, I will report to Mr. XXX in the Human Resources Department on Monday, April 1. Additionally, I shall complete the new employee orientation you mentioned prior to the start date.

Thank you again for this exciting opportunity. I am very excited about my new responsibilities at Organization Name and look forward to joining your team.

Sincerely,

*(Sign Your Name)*

First Name Last Name