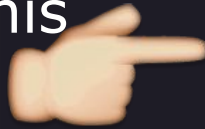




# Acceptance Letter And Exit Formalities

Here's What  
We Will Be  
Learning in this  
Presentation:



# Summary

- ❑ Introduction.
- ❑ Before Accepting The Job Offer.
- ❑ Accepting The Offer.
- ❑ Resigning From Your Current Job.
- ❑ Handling Multiple Offers.
- ❑ Declining A Job Offer.

# Vocabulary

**Compile:** to collect information from different places and arrange it in a book, report, or list.

**Fine Print:** text in a formal agreement that is printed smaller than the rest of the text, sometimes in the hope that it will not be noticed.

**Transition:** a change from one form or type to another, or the process by which this happens.

**Tact:** the ability to say or do the right thing without making anyone unhappy or angry.

**Tight-knit:** closely connected.

**Paths cross:** (*idiom*) if two people's paths cross, the people meet.