

Acceptance Letter

Contact Name
Contact Address

Your Name
Your Address

Date of Letter

Dear

I am pleased to accept the position of <job title> at <Company Name>.

I appreciate the time you spent addressing my questions and acquainting me with the company's impressive ambition, diversity and professionalism.

I understand that my salary will be <Salary and Benefits>, and that I am to report to your premises office on <Start Date>.

I look forward to working with <Company Name>. Thank you for this opportunity to do so.

Yours Sincerely,