

Acceptance Letter

Contact Name  
Contact Address

Your Name  
Your Address

Date of Letter

Dear .....

As we discussed on the phone, I am very pleased to accept the position of <Job Title> with <Company Name>. Thank you for the opportunity. I am eager to make a positive contribution to the company and to work with everyone on the <Company Name> team.

As we discussed, my starting salary will be £.....

I look forward to starting employment on <Start Date>. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you.

Yours Sincerely,