Harlow Financial Services  
123 Made Up Road  
Derby  
Post code

Date: 6th January 20XX

Dear Mr. Bennett

I was very happy to receive the news today that you are offering me the position of Data Analyst at Harlow Financial Services. Please accept this letter as my formal acceptance of your offer.

As we agreed during our last meeting my annual salary will be £27,000, and I understand that I will receive a full wage during my initial four weeks training and probationary period.

I would like to thank you once again for offering me this opportunity to work for a reputable and exciting company. I am excited and looking forward to the 8th February 2011 when I start working with you and also meet my new work colleagues.

Yours sincerely,

Mark Thompson  
128 Somewhere Road  
Birmingham  
B18 6NF