Harlow Financial Services
123 Made
Up Road
Derby
Post code

Date: 6th January 20XX

Dear Mr. Bennett

I am writing to you to confirm my acceptance of your offer of the Branch Manager’s position at Harlow Financial Services.

I am very proud and grateful to you for trusting me with this important position and for giving me the opportunity to prove myself. It is a challenging position but one that I feel I am well suited for and able to full fill.

Following on from our telephone conversation earlier today I would like to confirm that my annual salary will be £33,000 per annum and that my start date will be the February 3rd 20XX.

In the meantime I will complete and return to you all of the necessary documents you have sent me.

Finally I would like to reiterate my desire and ambition to enhance your company’s reputation and business at every available opportunity.

Yours sincerely,

Mark Thompson
128 Somewhere Road
Birmingham
B18 6NF