Midlands Recruitment Services  
123 Make up Some Name Road  
Leicester  
Post code

Date: 14th April 20XX

Dear Mr. Howard

Firstly I would like to thank you very much for offering me the Recruitment Consultant position with your company.

Secondly I would like to reaffirm that it I feel it will be a privilege to work for your company and therefore I am delighted to accept your offer.

I would also like to take this opportunity to confirm that my initially salary will be £20,000 per annum. I also understand that the additional benefits (medical and otherwise) will commence 28 days after my employment start date. After speaking with Mr. Jones, the Human Resources Manager I have agreed to 4 weeks paid vacation leave every year.

In closing I would like to once again express my gratitude for your offer and I look forward excitedly to commencing my appointment with Midlands Recruitment Services on the 1st May 20XX.

Yours sincerely,

Mark Thompson  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF  
Tel: 0121 638 0026  
Email: [info@dayjob.com](mailto:info@dayjob.com)