Harlow Financial Services  
123 Made Up Road  
Derby  
Post code

Date: 6th January 20XX

Dear Mr. Bennett

I would like to thank you for offering me the position of Office Manager with your company. After considering your proposal I am very pleased to be able to accept it.

I look forward to starting work on 6th February 20XX and meeting my new work colleagues.

As we discussed over the phone earlier today my initial salary will be £23,000 along with the other benefits you mentioned. I have already handed in my notice to my current employers.

If you require any further documents from me then please let me know.

Once again, thank you.

Yours sincerely,

Mark Thompson  
128 Somewhere Road  
Birmingham  
B18 6NF