Harlow Financial Services  
123 Made Up Road  
Derby  
Post code

Date: 6th January 20XX

Dear Mr. Bennett

Following on from our discussion earlier today, I am pleased to accept the position of Administrator with your company.

I would like to confirm that my starting salary will be £21,000 and that I will be entitled to a range of other benefits after 60 days of continuous employment.

I am eager to get started, to meet my new work colleagues and to make a positive impact on the running of the business.

I am looking forward very much too starting work on the 1st February 20XX. In the meantime if there is any additional information you need from me then please do not hesitate to contact me.

Once again thank you for giving me this opportunity.

Yours sincerely,

Mark Thompson  
128 Somewhere Road  
Birmingham  
B18 6NF