Harlow Financial Services  
123 Made Up Road  
Derby  
Post code

Date: 6th January 20XX

Dear Mr. Bennett

Thank you very much for offering me the position of Clerical Officer with your company.

I have just today given in my notice to my current employers and I am excited about starting work with you on February 10th 20XX. I am confident that I will meet all of your expectations and am eager to prove myself to you and my new work colleagues.

The starting salary of £29,000 that you have offered me is acceptable, and as you mentioned to me over the phone my medical and insurance benefits will start after twenty eight days of employment.

In the period before I commence work if there is any paperwork you need from me or any documents I need to sign then please contact me.

Yours sincerely,

Mark Thompson  
128 Somewhere Road  
Birmingham  
B18 6NF