**Your name: ------------------------------**

**Your address: -----------------------**

**Your phone number: -------------------**

**Your email address: -----------------------**

**Today’s date: ----------------------**

**Hiring manager’s name: ---------------------**

**[Company name]**

**[Company address]**

**Dear [Hiring Manager’s name],**

**I am writing to formally accept your offer of [Job title] at [Company name]. I am very grateful for the opportunity, and delighted to be joining the company.**

**As discussed over the phone, my starting salary will be [Agreed starting salary], with [percentage] commission, as well as [days] annual leave, and private health insurance.**

**I will be able to start work on [Start date]. If there is any additional information, or paperwork you need me to complete prior to then, please do let me know.**

**Thank you very much for the opportunity.**

**Yours sincerely,**

**[Your name]**