Job Acceptance Letter - Basic

 By: [AmbitionBox.com](https://www.ambitionbox.com)

You’re Name: \_\_\_\_\_\_\_\_\_\_\_

You’re address: \_\_\_\_\_\_\_\_\_\_

{City} {State} {Zip Code}

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Employer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{City} {State} {Zip Code}

Dear Mr./Ms. {Recipient’s Name},

I extend my gratitude to you for offering me the position of {Title} in {Company’s name}. I am delighted to accept your offer and look forward to commencing work with your company from {Date}.

As we discussed previously, my annual salary will be {salary} and health and insurance benefits will be provided for me and my family from the second month onwards.

Kindly let me know if there is any information or documents that I have yet to submit to you. I hope to complete all the formalities prior to my joining so that I can start my work efficiently.

I thank you again for providing me with this wonderful opportunity. I am excited to be a part of your team and make my notable contribution to it.

Yours Sincerely,

{Your signature}