Job Acceptance Letter - Basic

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

{Your name}

{Address}

{City} {State} {Pin Code}

Date

{Addressee’s name}/ {Title of the Addressee}

{Company’s Name}

{Company’s Address}

{City} {State} {Pin Code}

Dear Mr/Ms {Recipient’s Name},

Thank you {Mr/Ms Employer} for your time on the phone yesterday. I feel privileged to accept this opportunity to work with you as {Title}. {Company’s name} has been a company I wanted to work with for a long time, and finally being able to do so, I am thrilled.

I understand my initial salary is {Salary Amount}, which will be increased after the quarterly appraisal. I will be working flexibly once a week, the reason for which I have already mentioned during my interview.

My joining date will be {Date}, after which, I will be on a probation period of three months. If it is possible, I would love to come to the office and meet the team before this date. It would be very kind of you if you could arrange this and let me know a suitable date.

I appreciate your effort from the bottom of my heart. Thank you again for believing in my abilities and giving me this chance.

Yours Sincerely,

{Your signature}