Job Acceptance Letter - Basic

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

{Author’s Name}

{Title}

{Company’s Name}

{Address}

{City} {State} {Pin code}

{Email}

{Phone number}

Date

{Recipient’s Name}

{Title}

{Company’s Name}

{Company’s Address}

{City} {State} {Pin Code}

Dear Mr./Ms. {Recipient’s Name},

With great pleasure, I accept the position of {Title} under the guidance of {Supervisor’s name} with your {Company’s name}. I am excited to be working with you and the rest of the {Team you will be part of} on this new project.

I believe, my years of experience and knowledge on the subject along with my ability to innovate will let me to actively assist your company in its venture and bridge the set targets efficiently.

As for other terms, my tenure will commence from {Date} and includes two weeks of paid time off. The salary package that I will be receiving is of INR 3.8 lakhs annually.

All the other incentives will be based on my performance and the overtime that I will be doing during my work period.

I wish to personally thank you for making this interview pleasant and comfortable for me. I hope to make notable contributions and successfully assist the company in achieving its set goals and milestones.

I have already posted the signed acceptance letter which will reach you by tomorrow.

Yours Sincerely,

{Your signature}