Job Acceptance Letter - Basic

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

{Your Name}

{Company’s Name}

{Company’s 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},

In reference to the job offer email dated {Date} confirming my selection for the post of {Title} with {Company}, I wish to thank you for providing me with this opportunity. It is with great pride and gratitude that I accept this position.

As per our conversation, I understand that my salary will be given to me on an hourly basis, with amount {Amount} per hour. My working hours will be a maximum of 40 hours per week, extending from Monday through Friday. The timings will be flexible- from 10 am to 7 pm.

I also wish to confirm my total compensation package which includes {List of benefits}. Please let me know if there is any other policy I need to be aware of.

I am looking forward to starting working with {Company’s name} from {Joining date}. However, I wish to seek prior permission to attend my brother’s wedding which will be held two months after.

Again, thank you for this amazing opportunity. I believe I am a good match for your company and will be able to make a positive contribution to it.

Yours Sincerely,

{Your Name}