Job Acceptance Letter - Basic

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

{Your First Name Last Name}

{Your Address}

{Your Phone number & Email}

{City} {State} {Zip Code}

{Date}

{New Employer’s First Name Last Name}

{Title of New Employer}

{Company’s Name}

{Company’s Address}

{City} {State} {Zip Code}

Dear Mr/Ms {Recipient’s Name},

Following our discussion on Skype today, I am writing this letter to formally accept the position of {Title} with {Company’s name} that was offered to me by your good self.

I would also take this opportunity to confirm the key terms with you before starting the new job.

As per the agreement, my work will begin at 10 am on {Joining date}. The office will be six days working with alternate Saturdays off.

According to your company’s yearly leave policy, I will be granted 15 leaves in a year, excluding the sick leaves. There will be no leaves during the first six months of probation period.

I would have to work at least 8.5 hours every day. My salary will be {Amount} (INR X in hand) and includes extra pay for working overtime. The additional benefits include vision, dental and health insurance which I will be eligible for, after 60 days of my joining.

I am eager to join your company and hope to grow, both as an individual and as a professional. I am looking forward to receiving a confirmation mail regarding the terms and policies mentioned in this letter. Feel free to contact me via mail or contact number. My alternate number is – {xxxx-xxxxxx}.

Yours Sincerely,

{Your Name}