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},

I would like to thank you for the job offer of {Title} that has been offered to me. It makes me more than happy to be able to work for {Company’s name}. Please consider this email as my formal acceptance letter.

Working with a prestigious company like yours is a dream come true for me. I assure to give my best in every task given to me and strive for the goals and objectives of the company as a sincere employee.

Although I am clear about my salary, which is {Amount} per annum, I still have doubts regarding the other benefits such as insurance and medical facilities. Henceforth, I would like to request information on these.

I am fine with the rest of the terms and policies of your company.

Looking forward to our meeting next Monday. I have already sent all the necessary documents through the mail and believe that no paperwork is pending from my side. If there is any document remaining, please let me know.

Feel free to reach out to me at {Email} or at my phone number {xxxx-xxxxxx}

Yours Sincerely,

{Your signature}