Subject line: Charlie Spears—Offer Acceptance

Dear Mr. Andrews,

Please accept this email as my formal acceptance of the offered position as the Director of New Accounts with Layton Purchasing. I thank you for the opportunity, and I look forward to applying my skills to the position.

As the offer letter displays and as we previously discussed on the phone, I accept the starting salary of $68,000 with the availability of benefits after 60 days of employment.

I look forward to beginning work and meeting the team on July 1, 20XX. If you require any additional information from me before then, please let me know. You can reach me at (564) 893-7833 or by email at c.spears@website.com.

Thank you again for giving me the opportunity to demonstrate my value to the team.

Sincerely,  
Charlie Spears