

Acceptance of Job Offer Ver 2



Date

Recipient Name
Title
Company
Address
City, County/Region, Postcode

Dear Recipient,

I am pleased to accept the position of [JOB TITLE] with [COMPANY NAME]. I appreciate the time you spent addressing my questions and acquainting me with the company's impressive ambition, diversity and professionalism.

I understand that my salary will be £[SALARY], and that I am to report to your premises office on [START DATE]

I look forward to working with [COMPANY NAME] . Thank you for this opportunity to do so.

Sincerely,

Your Name