

Acceptance of Job Offer Ver 1



Date

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

Dear Recipient,

As we discussed on the phone, I am very pleased to accept the position of [JOB TITLE] with [COMPANY NAME]. Thank you for the opportunity. I am eager to make a positive contribution to the company and to work with everyone on the [COMPANY NAME] team.

As we discussed, my starting salary will be £[SALARY]

I look forward to starting employment on [START DATE]. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you.

Sincerely,

Your Name