**EMAIL TEMPLATE**

**JOB ACCEPTANCE LETTER**

**Subject line: [Your name - Job Offer Acceptance]**

**Dear [Their name],**

**Thank you for your offer of [Job title] at [Company name]. I am delighted to formally accept the offer, and I am very much looking forward to joining the team.**

**As discussed, my starting salary will be [Agreed starting salary], rising to [Increased salary] following a successful probationary period of 3 months. I will receive [days] annual leave, and private health insurance after probation.**

**I can confirm that my starting date of employment will be [Start date]. If there is any additional information you need prior to this date, please let me know.**

**Once again, thank you very much for the opportunity, and I look forward to working with you.**

**Kind regards,**

**[Your name]**