**LETTER TEMPLATE**

**JOB OFFER ACCEPTANCE LETTER**

**[Your name]**

**[Your address]**

**[Your phone number]**

**[Your email address]**

**[Today’s date]**

**[Hiring manager’s name]**

**[Company name]**

**[Company address]**

Dear **[Hiring Manager’s name],**

I am writing to formally accept your offer of **[Job title]** at **[Company name]**. I am very grateful for the opportunity, and delighted to be joining the company.

As discussed over the phone, my starting salary will be **[Agreed starting salary]**, with **[percentage]** commission, as well as **[days]** annual leave, and private health insurance.

I will be able to start work on **[Start date]**. If there is any additional information, or paperwork you need me to complete prior to then, please do let me know.

Thank you very much for the opportunity.

Yours sincerely,

**[Your name]**