**EMAIL TEMPLATE**

**JOB ACCEPTANCE LETTER**

Sub: Acceptance of Job Offer

Dear Mr/Ms **{Recipient’s Name},**

I extend my gratitude to you for offering me the position of **{Title}** in **{Company’s name}**. I am delighted to accept your offer and look forward to commencing work with your company from **{Date}.**

As we discussed previously, my annual salary will be **{salary}** and health and insurance benefits will be provided for me and my family from the second month onwards.

Kindly let me know if there is any information or documents that I have yet to submit to you. I hope to complete all the formalities prior to my joining so that I can start my work efficiently.

I thank you again for providing me with this wonderful opportunity. I am excited to be a part of your team and make my notable contribution to it.

Yours Sincerely,  
**{Your signature}**