**LETTER TEMPLATE**

**JOB ACCEPTANCE LETTER**

Sub: Job Offer Acceptance

Dear Mr/Ms **{Recipient’s Name}**,  
Following our discussion on Skype today, I am writing this letter to formally accept the position of **{Title}** with **{Company’s name}** that was offered to me by your good self.

I would also take this opportunity to confirm the key terms with you before starting the new job.

As per the agreement, my work will begin at 10 am on **{Joining date}**. The office will be six days working with alternate Saturdays off.

According to your company’s yearly leave policy, I will be granted 15 leaves in a year, excluding the sick leaves. There will be no leaves during the first six months of probation period.

I would have to work at least 8.5 hours every day. My salary will be **{Amount} (INR X in hand)** and includes extra pay for working overtime. The additional benefits consist of vision, dental and health insurance which I will be eligible for, after 60 days of my joining.

I am eager to join your company and hope to grow, both as an individual and as a professional. I am looking forward to receiving a confirmation mail regarding the terms and policies mentioned in this letter. Feel free to contact me via mail or contact number. My alternate number is **{xxxx-xxxx}.**

Sincerely,  
**{Your signature}**