**LETTER TEMPLATE**

**JOB ACCEPTANCE LETTER**

Sub: Accepting the Job Offer

Dear Mr/Ms **{Recipient’s Name}**,

In reference to the job offer email dated **{Date}** confirming my selection for the post of **{Title}** with **{Company}**, I wish to thank you for providing me with this opportunity. It is with great pride and gratitude that I accept this position.

As per our conversation, I understand that my salary will be given to me on an hourly basis, with amount **{Amount}** per hour. My working hours will be a maximum of 40 hours per week, extending from Monday through Friday. The timings will be flexible, from 10 am to 7 pm.

I also wish to confirm my total compensation package which includes **{List of benefits}.** Please let me know if there is any other policy, I need to be aware of.

I am looking forward to working with **{Company’s name}** from **{Joining date}.** However, I wish to seek prior permission to attend my brother’s wedding which will be held two months after.

Again, thank you for this amazing opportunity. I believe I am a good match for your company and will be able to make a positive contribution to it.

Yours Sincerely,  
**{Your Name}**