**LETTER TEMPLATE**

**JOB ACCEPTANCE LETTER**

Sub: Acceptance of job offer

Dear Mr/Ms **{Recipient’s Name},**

Thank you **{Mr/Ms. Employer}** for your time on the phone yesterday. I feel privileged to accept this opportunity to work with you as **{Title}. {Company’s name}** has been a company I wanted to work with for a long time, and finally being able to do so, I am thrilled.

I understand my initial salary is **{Salary Amount}**, which will be increased after the quarterly appraisal. I will be working flexibly once a week, the reason for which I have already mentioned during my interview.

My joining date is **{Date}**, after which, I will be on a probation period of three months. If it is possible, I would love to come to the office and meet the team before this date. It would be very kind of you if you could arrange this and let me know a suitable date.

I appreciate your effort from the bottom of my heart. Thank you again for believing in my abilities and giving me this chance.

Yours Sincerely,  
**{Your signature}**