**LETTER TEMPLATE**

**JOB ACCEPTANCE LETTER**

**[Your name]**

**[Your address]**

**[Your contact number]**

**[Your email address]**

**[Today's date]**

Dear **[recruiter's name]**,

Thank you for taking the time to consider me for the **[job title]** position at your company. I'm extremely grateful for the experiences you shared with me during the hiring process. I'm delighted to accept the offer of employment for the position of **[job title]** starting on **[agreed start date].**

As we discussed, my starting salary will be **[salary per year]** with **[agreed days]** annual leave, with **[list additional benefits]** commencing upon completion of a probation period of **[number of days probation].**

I look forward to starting with your company soon and will await further details about my first day and induction. If there's anything further you need from me, please don't hesitate to ask.

Thank you again for this opportunity, and I look forward to working with you.

Kind regards,

**[Your signature]**

**[Your name]**