**JOB ACCEPTANCE LETTER**

Taylor Bloggs

Cloud Co.

212 Broad Street

London, SE3 8NE

Wednesday 21st July 20XX

Dear Taylor Bloggs,

Thank you for taking the time to consider me for the Business Development Executive role at your company. I'm extremely grateful for the opportunity and appreciate your time and attention during the hiring process. I'm delighted to accept the offer of employment for the position of Business Development Executive starting on Monday 30th August 20XX.

As we discussed, my starting salary will be £34,000 with 21 days annual leave, with a gym membership and wellness benefits commencing upon completion of a probation period of 90 days.

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,

J. Jones

Jo Jones