**LETTER TEMPLATE**

**JOB ACCEPTANCE LETTER**

Date: **(Mention the date of issuance)**

Mr./Ms. **(Mention the Full name)**

Designation **(Mention Manager Job Title)**

Company Name

Company Address

**Subject: Letter for Job Acceptance**

Dear **(Mr./Ms. Name):**

It is with my great pleasure to accept your **Job offer** to join **(employer name)** on a **(position title)** under the team of Mr. **(Manager Name).** The goals you outlined for the offered Job position are well-matched to my abilities, and I consider it an advantage to join your team.

As we discussed, my annual salary or Cost to company **(CTC)** will be **[salary**], and medical benefits will commence after 30 days of my joining employment.

I **(mention name)**, thank you for making the **Job interview** process enjoyable and learning. I look forward to working with you and the **(employer name)** team. I accept the offer and confirm my joining and will report to work on (Mention the date of Joining). For any query / information, feel free to call me at **(555)** 555-5555.

Sincerely,

Your name