**EMAIL TEMPLATE**

**JOB ACCEPTANCE LETTER**

To,

Mr. **(Mention the Name with Position)**

Company Name

Address, City & State

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

It is with deepest gratitude that I am writing to **thank you**for offering me the position of Sales Executive at XYZ Company. It is with pleasure that I am accepting job offer made by your good self and look forward to a long and prosperous business relation with **(Mention Company Name).**

As discussed, I will take up my responsibilities on the **(Mention the date of Joining)**, with a starting salary of $ **( Mention Figure) CTC** per annum **(Cost to Company).**

I am eager to join your team and to make a positive contribution to the company.

Sincerely,

**Signature**

Name of the Candidate **(prospective Employee)**