**LETTER TEMPLATE**

**JOB ACCEPTANCE LETTER**

Date \_\_\_\_\_\_\_\_\_ **(Mention the date)**

**Sub: Accepting Job offer**

Dear Sir or Madam, or **(Mr. /Ms. Name of the Manager**),

I would like to convey my sincere thanks for the job offer and I accept your offer with great pleasure to join **(Organization / Name of the Employer)** as a **( Position offered or job title) .**

Further, I understand the goals you outlined for the position and it is also matching to my abilities and experience, and I consider this opportunity to perform and provide results on the position offered to me.

As discussed, my annual salary or my cost to company **(CTC)** will be **(Mention salary)**, and medical, perks & benefits and other incentive scheme as a package.

Finally, I would like to specially thank you Mr. **(Mention the interviewer / Manager’s name)** for making my interview process enjoyable and a learning experience. It is going to be my pleasure of working with you **(Manager / Organization Name)** and the team.

I will be reporting on my duties on **(Date and time)**. For any further information feel free to call me at **(Mention your contact nos.).**

Yours Sincerely,

**(Your Full Name)**

Your Address & Phone numbers