**EMAIL TEMPLATE**

**JOB ACCEPTANCE LETTER**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear … **(Manager Name)**.

Thank you for offering me the position of …. (**Name of the position**) with **(Name of the Company)**. I am thankful to accept this job offer and look ahead to starting my career with your company on **(Mention Date of joining**).

As we discussed my offered job salary would be **(mention salary)**and medical and insurance benefits will be provided after**45** days of joining the post of employment .

Thank you again for giving me this opportunity. I am keen to join your team and make my positive contribution to the company.

For further paperwork and other needs please contact me accordingly.

Sincerely,

Signature