**EMAIL FOR JOB OFFER ACCEPTANCE**

Subject line: Janet Rose—Job Offer Acceptance

Dear Ms. Fields,

It was wonderful speaking with you on the phone yesterday about the sales associate role at XYZ Inc. I’m thrilled to formally accept this job offer. I’m looking forward to working with you and the rest of the team at XYZ and can’t wait to hit the ground running with the new sales strategy we discussed.
As we discussed, I can start July 1 and I accept the starting annual base salary of $57,000 and three weeks of paid leave.

I look forward to beginning work and meeting the rest of the team. Please let me know if there is any additional paperwork or information you need from me beforehand, or if there is anything I should bring with me on my first day. I am also always available via email, or you can feel free to call at (898) 555-7833 if that’s more convenient.

Thank you again for this opportunity.

Best,
Janet Rose