### LETTER TEMPLATE

### JOB OFFER ACCEPTANCE

**[Your name]**

**[Your address]**

**[Your phone number]**

**[Your email address]**

**[Today’s date]**

**[Hiring manager’s name]**

**[Company name]**

**[Company address]**

**Dear [Hiring Manager’s name],**

**I am writing to formally accept your offer of [Job title] at [Company name]. I am very grateful for the opportunity and delighted to be joining the company.**

**As discussed over the phone, my starting salary will be [Agreed starting salary], with [percentage] commission, as well as [days] annual leave, and private health insurance.**

**I will be able to start work on [Start date]. If there is any additional information, or paperwork you need me to complete prior to then, please do let me know.**

**Thank you very much for the opportunity.**

**Yours sincerely,**

**[Your name]**