(Insert or write the full name of the sender)

(Insert or write the address of the sender)

(Insert or write the relevant date)

(Insert or write the full name of the recipient)

(Insert or write the designation of the recipient)

(Insert or write the full name of the company)

(Insert or write the address of the company)

Sub: Acceptance of the position of director

Dear (Insert or write the relevant salutation),

I am extremely happy that I have been offered the post of director in [company name]. The decision that you have taken to select for this position makes feel justified. I had always wanted to be a part of your company at a higher level.

I do know that [company name] is a highly esteemed company. I am quite sure of the fact that [company name] will boost my career goals. I commit to meeting the required challenges of the company.

I am quite aware of the responsibilities as a director. But I am also well informed that I have to work in a different way in this organization. I do know that [company name] has a different pattern of working criteria for the employees. I am quite flexible enough to accommodate myself in such working conditions.

While taking the charge of the project, I will surely take care to go through the synopsis and select appropriate team members according to the skills requirements for the project. I assure to finish any projects within the given deadline. I assure to not delay submitting the project.

I will be responsible for taking one to one session with every manager and enquire about the performance of every team member. I will surely submit daily performance report of every team and also mine.

I will do my work as per the rules and regulations and also maintain discipline in every team. I will make sure that every employee adhere to the respective rules and regulations.

I will fulfill the contractual requirements of the company and would be joining on [mention date]. I will complete the needed paperwork required for the company.

Once again I would like to inform about my state of happiness for getting selected in [company name] as the director.

Please do contact me anytime on [contact number] or send me an email to [email].

Thanking you

(Insert or write the full signature of the sender)