

[Mention the name of the sender]

[Mention the address]

[Mention the contact details]

[Mention the date]

To

The

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact details of the recipient]

Subject- Acceptance letter for employment

Dear [Mention the name]

Regarding the email job offer dated [Date] that confirmed my selection for the position of [title] with [Mention the name of the company], I want to thank you for giving me this chance. I accept this position with a lot of appreciation and pride.

As per our talk, I am aware that I will be paid an hourly wage of the amount per hour as part of my compensation. My weekly working hours, which will run from [Mention the day] through [Mention the day], will not exceed [Mention the number] hours. The hours are flexible and range from [Mention the time] am to [Mention the time] pm.

Additionally, I would want to confirm my entire compensation package, which includes the following benefits: If there is any other rule I need to be aware of, do let me know.

I gladly accept the post of [title] with the supervision of [supervisor's name] and the [Company's name]. I am looking forward to working on this new project with you and the rest of the team you will be part of.

I'm excited to begin working with [Company name] on [Joining date]. To attend my brother's wedding, which will take place two months later, I must first get permission.

I want to thank you one more for this wonderful chance. I am confident that I will be a good fit for your business and be able to add value to it.

my sincere thanks

From

[Mention the name of the sender]

[Mention the address]

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be give]