

From,

Sender/Your name...

Office/Business Address...

Date: DD/MM/YY (*date of writing the letter*)

To,

Receiver name...

Office/Business Address...

Sub: Accepting the proposal to work

Dear Sir/Madam,

I [your name] readily accept the job proposal from your renowned company. I am really very excited that I have been selected in the position of [position] at [company name].

This is to inform you that I have received a congratulatory offer letter on [mention date] through the mail.

I have gone through the offer letter as a whole. I am confident that I will be able to deliver results as expected by [company name].

Moreover, it is a great opportunity for me to prove my professional skills in the position of [position] in the brand company like yours.

I am well aware of [company's name] 's reputation in the market which is offering highly performing products and services for a period of [time span] years.

I have been working in the sales department for nearly a [time span] years. I can very easily convince the clients with my communication and leadership skills.

I am very well aware of the product performance, so, it will not be difficult for me to undergo the training period which is likely to take place for a month as informed to me.

I am really for providing flexible timings for work. I am ready to come in any shift as instructed to me.

I commit to achieving success during the training period and performing exceeding expectations on the production floor.

I have also stated about my experience period for the last [time span] years. My last working place has been [last working place] and last drawn salary is around \$[amount].

You can check the details in the documents attached with this letter.

As per the details mentioned in the offer letter, I will surely follow the terms and conditions of the company while working in the team of [team name].

I will definitely report on time starting from the joining date.

I will be joining on [joining date] and performing the necessary duties of bringing the original documents for confirmation.

Yours Sincerely,

[Mention signature]

[Mention name]