**Sample Job Offer Acceptance Thank you Letter**



Your Name Your Address

Your City, State, Zip Code Your Phone Number

Your Email Date

|  |  |  |
| --- | --- | --- |
| *Mrs Jane Brown*  *Human Resources Manager* |  | |
| *Open Door Company Address*  *City, State, Zip Code* |  |  |
| *Dear Mrs Brown* |  |  |
| *Thank you for offering me the position* | *of Assistant Accountant* | *with Open Door Company. I am pleased to* |

accept this offer and look forward to starting employment with your company on March 1, 2017.

As we discussed my starting salary will be $40 000 and health and life insurance benefits will be provided after 60 days of employment.

Thank you again for giving me this wonderful opportunity . I am eager to join your team and make a positive contribution to the company.

If there is any further information or paperwork you need me to complete, please let me know and I will arrange it as soon as possible.

Sincerely,

Your signature

Typed name