



Subject: [Your Name] – Job Offer Acceptance

Dear [Person who had mailed the final job offer],

It was wonderful to speak with you over the phone yesterday regarding the [Job Title] role at [Company Name]. It really helped me understand the opportunity better and I am excited as I formally accept this job offer.

As discussed, I will join [Company Name] on [Joining Date] with an annual salary of [insert amount here] per annum. Other benefits included in my remuneration would be health insurance, life insurance, and travel allowances [mention only those that are applicable to you].

I look forward to seeing you on [Joining Date]. Prior to that if there is any paperwork or other formalities I need to complete, please feel free to let me know. I am available on email or if you need to call me regarding anything, you can reach out to me at [Your Contact No.].

Again, thank you very much for this opportunity.

Yours faithfully,