

JOB ACCEPTANCE EMAIL EXAMPLE

Subject: [Your Name in Full] – Job Acceptance

Dear Mr. / Mrs. [Last Name of the Recipient],

I am very grateful to you for offering me the Marketing Manager position at [mention Name of the Company]. It is my honor to accept this job with all my heart. I hope this opportunity will be beneficial for both the company and me. It will be a pleasure to be a part of such a well-esteemed organization.

As per my offer letter/As we discussed, my official date of joining the company will be [mention Date]. My starting salary will be [mention Amount] and I will be entitled to health and insurance benefits after [mention Number of Days] days of employment. Moreover, I will be allowed an annual paid leave of three weeks. I eagerly accept all other terms and conditions of this employment.

If any other details are required before my joining, please let me know via the below contact details. Thanks a lot once again for providing me with this opportunity. I look forward to starting working at [mention Company Name].

Best Regards,

[Sender's Name]

[Sender's Contact Details]