

Sub: (Your name) acceptance letter

Dear (Salutation, Last name)

Greetings of the day.

Thank you for offering me the position of (\_\_\_\_) at (\_\_\_\_). After sincere consideration, I would like to inform you that I am accepting this job offer. It perfectly suits my experience and will help me move forward in my career.

Once again I would like to appreciate your time and thank you for this wonderful opportunity. Kindly help me establish the next procedure. Hope you have a great day ahead.

Regards,

(Your name)

