

Dear Sir/ Ma'am,

Warm greetings,

I am grateful to you for taking the time to discuss my employment opportunity in detail during our phone conversation. Thank you so much for your consideration and for offering me a great package. I would like to formally accept this offer.

I feel very optimistic about our new alliance and would like to begin on (insert date/month/year). Could you please confirm the details of the relocation package? Kindly assist me on the same. I also kindly request you to keep me updated on any information deemed pertinent.

I look forward to starting soon. Thank you again for your kind assistance.

Yours faithfully,

(Your name)

