

Accepting a Job Offer

From,

Date _____

To,

Dear _____- [HR/Manager Name]

I am writing to you as I am pleased to accept the [title of the job] with the [company name]. I look forward to starting work from the [join date]. Furthermore, I have completed all the employee formalities such as tests and the required paper works for new employees.

If there are any additional requirements and concerns to address, please contact me at any time.

I look forward to seeing you again on [date of joining].

Sincerely,

Name