

# Job Acceptance Letter from Employer

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear (name),

Congratulations on your acceptance to the position of (position name in full) at our company. After careful consideration, we have decided that you are the best suited person to helm these responsibilities.

Your employment will begin from (date). You are requested to appear at the office at (date and time) in order to discuss further details of your employment. Please note that any terms, conditions, and discussions about the particulars of your employment will be taken up in this meeting, so it is important that you attend.

If you have any questions or queries, please feel free to contact us at (contact information). Once again, congratulations on your acceptance to this position. We look forward to working with you.

Thank You,

Yours Sincerely,

Name